

1. 6 June 1980 Redesign permit for paid parking. Select paper & color for new permits. Prepare printing services request with specific instructions on printing of permits.
2. 6 June 1980 Prepare a memo to each Directorate requesting population figures including handicap employee.
3. 6 June 1980 Headquarters Notice (HN) on revised parking and distribution throughout Agency (S) *10 July*
4. 30 June 1980 Ready copies of carpool applications.
5. 18 July 1980 Revise Headquarters Regulations (HR) to include paid parking.
6. 21 July 1980 Post signs at all exits Hq. & Page bldg. to inform employees of new reallocation of carpools/vanpools and disseminate applications.
7. 18 Aug 1980 Closing dates for accepting carpool applications. Any applicants received after this date on first come first serve basis.
8. 25 Aug 1980 Meeting with parking committee of allocation.
9. 1 Sept 1980 Issue permits to Directorate
10. 27-30 Sept 1980 Rearrange parking signs in lots.

On file GSA and OMB
release instructions apply.

OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY		FY RESOURCE ESTIMATE		PERIOD		STATUS					
					WKYR	DOLLARS			+	=	<			
OBJECTIVE														
Provide ADP advice and assistance to the implementation of an Agency paid-parking program														
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O; ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<ul style="list-style-type: none"> Advise Plans and Programs Staff for in the definition of the immediate and the future functional requirements and data characteristics necessary to administer the paid-parking program. Evaluate the parking program's data handling requirements and provide recommendations on processing the data. (IF the recommended approach involves a computer system:) Define the system architecture and operating environment Conduct system design reviews with ODP and with the Paid-Parking task force. Implement computer programs to assist in the administration of the Agency paid-parking program. 														

CONFIDENTIAL

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

22 May 1980

MEMORANDUM FOR: Director of Logistics

25X1
FROM

:

[REDACTED]
Chairman, Administrative Directorate
Management Advisory Group

SUBJECT : Federal Paid-Parking Program

REFERENCE : Memorandum from Director of Logistics to DDA,
dated 7 Feb 80, same subject.

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1. Members of the Administrative Directorate Management Advisory Group (ADMAG) have received inquiries from several employees regarding the Federal paid-parking program. In response to the inquiries, the OL representative to the ADMAG, [REDACTED] met with the AEO/OL, [REDACTED] to discuss the status of paid-parking in the Agency.

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2. At the 21 April 1980 meeting of the ADMAG, [REDACTED] briefed the members on her meeting with [REDACTED] and referred to excerpts taken from the referent. We found your memorandum on the subject most enlightening and informative and wonder whether or not it would be possible to impart this information to employees via an Employee Bulletin. An official update on the program would allow Agency personnel to acquire a better understanding of the matter and an opportunity to deal with the realities of the situation rather than with the rumor mill. Once the actual rates are established by GSA, we feel employees should be informed immediately, so that they may plan their personal transportation arrangements.

3. The ADMAG would appreciate receiving your views on the above questions.

[REDACTED]

OL U 2383

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

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7 APR 1980

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Finance

FROM: James H. McDonald
Director of Logistics

SUBJECT: Federal Paid-Parking Program

REFERENCE: Memo for DDA from D/L dtd 7 Feb 80,
same subj (OL 0 0539)

1. As indicated in paragraph 2 of the referent, this Office believes that, with the probable inclusion of the Headquarters complex in the Federal Paid-Parking Program this October, a sophisticated program is required to ensure the proper and effective management of paid parking within the Agency. Paid parking has already proven itself to be a highly sensitive and emotional subject, making it all the more imperative that we develop a well-managed program which imposes a minimum of inconvenience upon our employees. Representatives of this Office and the Office of Finance have studied the intricacies of paid parking and the various managerial options available. These options, along with a recommended course of action contained in paragraph 4, are provided below.

2. Management of the Paid-Parking Program consists of meeting three distinct requirements. They are the allocation of parking permits, the collection of associated fees, and the maintenance of a data base sufficient to meet reporting and audit requirements. For purposes of this paper, the options presented below as "decentralized" are those where responsibility for meeting these three requirements is split between offices; e.g., Finance is responsible for collections and Logistics is responsible for allocation and reporting. Those options categorized as "centralized" are those where responsibility for all three requirements rests in one central office. It should be noted that the parking allocation system currently in use requires only minor alterations to be in full compliance with the provisions of the Federal Paid-Parking Program. Regardless of whether a centralized or decentralized approach is utilized, the current allocation system can remain basically unaltered.

OL 0 1332

SUBJECT: Federal Paid-Parking Program

A. Decentralized Systems

(1) Collection of Parking Fees Through Component Finance Officers: This approach places the collection of fees at the office or component level where individual parking permits are distributed. This diffusion of the collection workload avoids long lines and congestion and negates the need for a dedicated staff and computer support. There are, however, many disadvantages. Reserved and lane parking permits are currently issued to Directorates who, in turn, provide these permits to 47 different allocation points within the Headquarters building. Many offices then distribute these permits to the division or branch level before individual allocation is accomplished. Carpool permits are provided to individuals at the office or component level each October, but, after this initial issuance, they are provided to individuals directly from the Logistics Services Division (LSD), OL, as changes in carpools occur. To maintain this procedure, a constant flow of information will be required between LSD and the various offices so that the affected offices can determine who should be paying for these permits. In short, marrying up allocation and fee collection points is not a simple task. There are further complications arising from the fact that some offices and components do not have a finance office located within the Headquarters building. Where finance offices do exist, in many cases they do not currently have a cash collection capability, as cash is processed through the Custodian and Disbursing Branch, Monetary Division, OF, in Room 6E29, Headquarters. Finally, personnel resources in many offices are already strained and inadequate to handle the additional burden of fee collection and related accounting. The monthly collection of parking fees for approximately [] Headquarters employees is a program of such magnitude that the real efficiencies exist in some form of centralized collection.*

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SUBJECT: Federal Paid-Parking Program

(2) Collection of Fees Through a Central Collection Office: Establishment of a central collection point within the Headquarters building represents an extension of the existing system, where Logistics handles allocation and Finance collects fees at central building locations. The obvious advantage to this approach is that Office of Finance personnel exercise direct and centralized control over all funds collected, thereby minimizing the potential for loss and error that exists with collections being made at dispersed locations throughout the building. The disadvantages arise from the sheer number of personnel located at Headquarters. The only existing central facility, Room 6E29, is inadequate to handle the volume of transactions associated with paid parking, and use of that office would cause considerable disruption in the 6E Corridor. There is also an extensive amount of interface required, with the allocation and collection responsibilities split between two offices. An automated data base would probably be required to manage the flow of information between the Offices of Finance and Logistics and to expedite the collection of fees.

(3) Payroll Deductions: The use of payroll deductions to accomplish parking fee collection is an attractive option, in that it is quick, reduces paperwork, and avoids the physical collection transactions, thereby resulting in a large manpower savings to the Agency. In addition, by piggybacking the existing payroll system, it avoids the purchase of additional computer equipment to handle the Paid-Parking Program.

While the advantages are obvious, the feasibility of such an approach is questionable. The current payroll program would require considerable ODP modification and testing to accommodate the intricacies of paid parking. There are questions as to whether the responsiveness of the current payroll program is adequate to handle the many input changes which would arise from personnel transfers to and from different Agency buildings with differing parking rates, and from personnel constantly joining and dropping out of carpools. Confusion would also arise from deduction of a monthly parking fee prorated over 26 pay periods. While the

SUBJECT: Federal Paid-Parking Program

mathematics is workable, the Office of Finance anticipates that many queries would have to be handled to assure people that the correct amount had been deducted.

The most glaring problem with payroll deductions is that it would not be all encompassing. There are several hundred personnel, such as GSA, contractors, and detailees from other agencies, who are not on the Agency payroll but who will be subject to paid parking. Further, it is unlikely that personnel on our program can be forced to have parking fees deducted from their pay. If given a choice, many will opt to pay for parking on a cash basis. A dual system would be required to handle those covered and those not covered by payroll deductions. In general, we feel that the intricacies of paid parking are sufficient to warrant a dedicated program, and the payroll system has enough complications already without adding additional problems to it.

B. Centralized Systems

(1) Central Office Jointly Staffed by Offices of Finance and Logistics: The creation of a central parking office jointly staffed by Finance and Logistics personnel has several distinct advantages. It centralizes all parking matters in one location and utilizes available expertise for both allocation and collection. Interface problems are eliminated, and a single data base can be utilized to facilitate allocation, collection, and reporting. The disadvantage is staffing, as slots would have to be made available for this new office. In addition, a central facility with computer resources would be required. It should be mentioned that staffing for this office could be supplemented by use of part-time hires. Regulations concerning paid parking allow for personnel to be hired and paid from funds collected.

(2) Use of Northwest Federal Credit Union (NFCU) or Employee Activities Association (EAA): Conversations were held with Credit Union and EAA representatives to explore the possibility of these organizations managing the Paid-Parking Program. The Credit Union represented an attractive option as they currently have facilities and computer capabilities at major office locations.

SUBJECT: Federal Paid-Parking Program

Unfortunately, National Credit Union Administration (NCUA) approval is required, and the Credit Union's request for their approval was denied.

The EAA feels that the Paid-Parking Program is too large for their resources and expressed no interest in expanding to handle this project.

(3) Utilization of Parking Management, Incorporated, or Other Commercial Parking Management Concern: OMB Circular A-118, in describing provisions of the Federal Paid-Parking Program, indicates that commercial parking concerns may be utilized and paid from fees collected. This approach would put parking in the hands of professionals and lift the burden from CIA. There are, however, many shortcomings. Security clearances would be required for their personnel, and an inside office facility would have to be provided. We anticipate that the cost to the U. S. Government and perhaps to Agency employees would be high as a result of parking being run as a commercial venture. The interface problems and potential for loss of Agency control over allocation policies, etc., are serious concerns and tend to preclude any serious consideration of this approach.

(4) Use of Pentagon Concessionaire: The Pentagon has been involved with paid parking since November of 1979 and has developed a well-managed, sophisticated program. It is managed by the Concessionaire's Office located in the Main Concourse of the Pentagon. The Pentagon has provided working facilities and computers. Salaries and a \$500-per-month management fee are paid from parking fee receipts. Because the Pentagon Concessionaire has close to a one-year experience factor, consideration has been given to asking them to manage the CIA program at Langley. Facilities and computer support would have to be provided in our Headquarters and security clearances obtained for their personnel. Because the Concessionaire's office was already in existence at the Pentagon, assumption of the parking management program represented a desirable business venture. It's not certain, however, that they would be interested in managing a satellite program as far distant as Langley.

SUBJECT: Federal Paid-Parking Program

(5) Use of Independent Contractor: This approach is similar to the hiring of the Pentagon Concessionaire or a commercial parking management concern, but offers some very distinct advantages. The independent contractor would, hopefully, be a recently retired Finance or Logistics Officer who has a working knowledge of Agency procedures. This individual, as well as his staff, could be paid with nonappropriated funds out of parking fees collected. The contractual arrangement would be much the same as that currently being considered to fill positions within the Voluntary Investment Program. The hiring of retirees would simplify the clearance procedures, enhance interface with Agency resources, and provide the Agency with the desired amount of control over the program. This approach would probably prove less expensive than utilizing a commercial concern or the Pentagon Concessionaire. A central facility and computer support would, of course, be required.

3. The options presented above outline several workable approaches to the management of an Agency Paid-Parking Program. While we won't be advised until July, it seems a virtual certainty that the Headquarters complex will be included in the Program effective 1 October 1980. The time required to work out implementing procedures, enlist the necessary ODP resources, and prepare the required physical facilities is extremely short, and work needs to begin immediately.

4. Our recommended approach is to pursue option 2B(5), the hiring of an independent contractor to manage a centralized parking program, with responsibility for all Agency parking matters located in that office. With your concurrence, we will immediately establish a task force comprised of representatives from the Offices of Data Processing, Finance, and Logistics to determine requirements and initiate the necessary work requests, procurement documents, and personnel actions to have this office staffed and operational by early September 1980, the point at which fee collection should commence to meet the 1 October 1980 starting date for paid parking. The services of a senior systems analyst from ODP will be required, and a Computer Applications Request (Form 930) is attached for your signature in order that this project may receive highest priority. Once this new office is operational, the independent contractor will assume all administrative control

SUBJECT: Federal Paid-Parking Program

over the Agency Paid-Parking Program under the direction
of the Logistics Services Division, Office of Logistics.

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James H. McDonald

Attachment

CONCUR:

1st Don Wortman
Deputy Director for Administration

April 14 - 1980
Date

Distribution:

- Orig - Return to OL (Official)
- 2 - DDA
- 1 - D/Fin
- 1 - D/ODP
- 1 - AEO/OL, w/att
- 1 - OL/P&PS, w/o att
- 1 - OL/LSD, w/o att
- 1 - OL/SAB, w/o att
- 1 - D/L Chrono, w/o att
- 1 - EO/OL Chrono, w/o att

AEO/OL: (3 Apr 80)

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P&PS

11 JUN 1980

MEMORANDUM FOR: [REDACTED]

25X1

C/ADMAG

FROM:

James H. McDonald
Director of Logistics

SUBJECT:

Federal Paid-Parking Program (U)

REFERENCE:

Memo for D/L, fm C/ADMAG, dtd 22 May 80,
same subj. (OL 0 2383)

1. I appreciate the concern of the ADMAG in keeping employees informed on paid-parking, but I feel that it is still premature to report to our employees. (U)

2. I would prefer to wait until early July 1980 when Office of Logistics (OL) should know whether paid-parking at Headquarters is a reality. Also, by July, OL will be in a better position to explain how we plan to implement paid-parking if we are required to charge employees. (U)

3. Should ADMAG desire, we will coordinate with your group on an employee bulletin when it is prepared in July. To arrange for the coordination, please contact [REDACTED] Plans and Programs Staff, OL, on extension [REDACTED] (C)

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for James H. McDonald

Distribution:

- 0 - adse
- 1 - OL Files
- 1 - OL/P&PS (Official)
- 1 - OL/P&PS (Chrono)
- 1 - D/L Chrono

OL 0 2383a

OL/P&PS [REDACTED] (10 Jun 80)

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

~~CONFIDENTIAL~~

POSITION: Supervisor/Bookkeeper

The individual occupying this position will be responsible for supervising four individuals who will be collecting parking fees and inputting information into a data terminal. This individual will be responsible for accounting to the Office of Finance for the funds collected. Also, this individual will be required to input information into a data terminal.

POSITION: Teller/Bookkeeper

The individual occupying this position will be responsible for collecting parking fees at the Headquarters Building and inputting information into a data terminal. This individual will serve as the assistant bookkeeper and supervisor during the absence of the Supervisor.

POSITION: Teller (3 positions)

The individuals hired for these positions will be responsible for collecting parking fees at the Headquarters and other designated buildings in the Washington Metropolitan Area. These individuals will be responsible for inputting information into a data terminal.

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MEMORANDUM FOR: Chief, Personnel and Training Staff, OL

VIA: Director of Logistics

FROM: [REDACTED]
Plans and Programs Staff, OL

SUBJECT: Recruitment of Personnel for the Paid-Parking Program (U)

1. It is requested that your staff initiate action to recruit five individuals who will be responsible for collecting parking fees at Headquarters and other designated buildings in the Washington Metropolitan Area. The individuals hired will be required to work seven hours a day, four days a week. The normal daily hours will be 0900-1600 hours, with one individual working from 0700-1400 hours. (U)

2. Attached are the basic duties for each position to be filled. (U)

Att.

Distribution:

- 0 - adse
- 1 - OL Reader
- 1 - OL/P&PS (Official)
- 1 - OL/P&PS (Chrono)
- 1 - D/L Chrono

OL 0 2752

OL/P&PS [REDACTED] (17 Jun 80)

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

Authority for this regulation is derived from Office of Management and Budget Circular No. A-118 dated August 13, 1979 and General Services Administration Temporary Regulation FPMR Temp. Reg. D-65, effective November 1, 1979.

REFERENCE

1740.2 Definitions

- a. "Agency parking" means vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles, other official vehicles, visitor vehicles, and employee vehicles.
- b. "Carpool" means a group of two or more people using a motor vehicle for transportation to and from work.
- c. "Employee parking" means the parking spaces assigned for the use of employee-owned vehicles.
- d. "Handicapped employee" means a Government employee who has physical or mental impairments that substantially limit one or more major life activities and that, for all practical purposes, preclude use of public transportation. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, and hearing. A State Department Justification for this priority requires certification by physician, the Veterans Administration, or by the Public Health Service. Handicaps should be recorded in official personnel files.
- e. "Official parking" means parking spaces reserved for Government-owned or Government-leased vehicles.
- f. "Parking space" means the area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.
- g. "Regular member of a carpool" means a person who travels daily (leave excepted) in a carpool for a minimum distance of 1 mile each way. In addition, an agency may define a regular member of a carpool as a person who is located within a specific but

h. "Vanpool" means a group of 8 to 15 persons using a van, specifically designed to carry passengers for transportation to and from work in a single daily round trip. This excludes automobiles and buses.

1741 Parking System

The Department controls parking space in the Main State Building, State Annex 2 and the Potomac Annex lot.

The parking system in the basement of the Department of State building is based on methods employed by commercial parking lots to permit maximum accommodation of vehicles. Uniformed attendants, employees of a commercial parking company under contract to the Foreign Affairs Recreation Association (FARA) direct parking in the morning and move vehicles where necessary to allow removal of cars during the day and in the evening.

1741.1 Rates

A monthly charge of \$27.50, payable in advance, will be made to all carpools/individuals assigned basement permits. Monthly charges for other parking areas are: Potomac Annex Lot, \$20.00; State Annex -2, \$25.00. These rates have been established by the General Services Administration and are subject to change.

1741.2 Collection of Parking Fees

Executive offices are responsible for collecting the monthly charges and remitting them to the Foreign Affairs Recreation Association, which serves as the collecting and accounting office for the operation.

1741.3 Exemptions

The following categories shall be exempted from the payment of parking fees:

- a. Handicapped employees.
- b. All two-wheeled vehicles including bicycles and motorcycles.
- c. Government-owned vehicles.

Employees whose scheduled duty hours are established outside of normal working hours. This definition includes employees on "swing" or "midnight" shift, but does not include employees on flextime or overtime.

1742 Allocation

After setting aside sufficient space for official vehicles, the General Services Division (OPR/GS) allocates permits for Department-controlled parking space to the various bureaus and organizations on a proportionate basis for issuance to employees assigned to the Main State Building or State Annex - 2, military exchange officers, visiting ambassadors, and other dignitaries within their area.

1743 Assignment of Space

Within their respective quotas, executive and administrative officers are responsible for determining the individuals to whom parking space will be assigned. In order to fairly assign available parking spaces, the following priority sequence must be observed:

- a. A physically handicapped employee (see section 1740.2d).
- b. Employees who, because of the nature of their work and the demands made upon them, require special consideration.
- c. The remaining space available for employee parking will be assigned to employees who participate actively in carpools. Preference will be given to employees according to the number of regular members (i.e. daily riders) of the carpool whom they transport.

NOTE: Employees who reside within a 1-mile radius of the Department are not eligible for a parking permit unless physically handicapped.

The Department is committed to a policy of energy conservations, and both executives and other employees are encouraged to use carpools.

1744 Request for Space

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A Parking Permit Application is prepared in duplicate and is submitted to the executive or administrative officer of the organizational unit to which an individual is assigned. Parking permits requested and approved may be used only by the applicant and members of the carpool listed on the application. Employees shall not obtain a parking permit and then transfer the parking permit to others not otherwise entitled. Falsification of information or inclusion of individuals on an application who are not regular members of the carpool will result in the Government's mandatory penalty of 6 months suspension of parking privileges on Federal facilities; this penalty will be imposed on all members of the carpool if any member violates these provisions.

The following criteria must be followed in forming carpools:

(a) The applicant must be a permanent, full-time employee of State, IDCA or ACDA.

(b) Carpool members signing the application must be riding with the applicant effective on the date of application.

(c) Carpool members may be employees of other federal agencies or private industry but these individuals may not enter the Department's parking facilities without being accompanied by a State, IDCA or ACDA employee.

(d) Non-working family members, i.e. children or students, do not qualify as carpool members.

(e) Assignment of space to carpools shall be based solely on the number of regular members in the carpool. Carpools with the highest number of regular members shall receive the highest priority in receiving parking spaces; e.g., a carpool with six regular members will receive a parking space before a carpool with five members.

1745 Parking Permits

a. Issuance

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adequately justified, the application is signed and forwarded to OPR/GS for approval. Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5
parking permit will be issued to employees through the administrative office.

Parking permits will be valid for a one year period beginning February 1 of each year. Applications for parking permits will be accepted during the period of December 1 through January 15. Permit holders must resubmit applications at that time. Executive and administrative officers must forward all applications to reach OPR/GS by close of business on January 15. No applications will be considered after that date.

b. Return

Parking permits are not transferable. If a permit holder leaves the Department, transfers to another organizational unit of the Department, or is transferred out of Washington that permit MUST be returned to OPR/GS by the executive or administrative office.

c. Lost Permits

Loss of a parking permit is to be reported in writing promptly to the executive or administrative office. The report is to explain clearly the circumstances surrounding the loss.

The executive or administrative officer reviews the report and indicates whether or not issuance of a replacement permit is warranted. He then signs, dates, and forwards the report to the General Services Division. Upon receipt of the report the General Services Division arranges for the issuance of a replacement permit. Where it appears that a permit has been pilfered or there is evidence of other acts of dishonesty, the case is then referred to the Office of Security. Should the original permit be found later, the replacement permit must be returned immediately to the General Services Division.

1746 Parking Areas

1746.1 GSA Responsibility

administration and control of Government parking areas. These regulations approved for release 2005/04/26 : CIA-RDP85-00988R000100140002-5 parking areas and enforcement procedures have been developed in conformance with the policy regulations prescribed by that agency.

1746.2 Use of Parking Areas

a. General Responsibilities

(1) Employees - Employees who have been granted parking privileges are responsible for prompt payment of the monthly charge and notification of any changes relevant to their parking application.

(2) Executive offices - Executive and administrative officers are responsible for maintaining current information relative to changes in vehicles, license tags, job requirements, and carpool memberships, and for reporting changes promptly to the General Services Division. Executive offices are also responsible for collecting the monthly charges and remitting them to the Foreign Affairs Recreation Association.

b. Assigned Areas Only

Holders of parking permits are to park only in the area indicated on the permit.

Parking in front of the Department of State building is reserved for foreign diplomats, Members of Congress, and other officials, as indicated by signs and curb markings specifying individuals or groups authorized to park there.

c. Department of State Garage Parking

(1) Permits must be displayed on vehicles parked in the basement between 8:30 a.m. and 6:00 p.m. daily. No substitute for or facsimile of an official permit will be accepted.

(2) All vehicles must be left unlocked with the keys in the ignition (leave only the ignition key in the vehicle).

(3) Parking in the reserved area is for holders of reserved permits only.

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AD/PP
86-80

19 June 1980

MEMO FOR THE RECORD

SUBJECT: State Department Paid Parking System

On 9 June visited Bob Allais (Main State rm. 1493, phone 632-3636), a FS Officer in State General Services, to explore administration of the State Department Parking System. State has charged personnel to park in available parking spaces for some years and their regulations under the Federal Program effective 1 November 79 are outlined in 6 FAM 1740 (copy att.). No procedures are yet written for detailed allocation/collection features.

SYSTEM - General Services (GS) allocates permits on proportion basis to bureaus who issue and collect fees with transfer of gross proceeds to Foreign Affairs Recreation Association (FARA) who contract commercially for space policing/maintenance and remit net proceeds to GS who pass the funds to finance for credit to appropriation.

STAFF - All personnel involved are staff employees except those under those FARA policing/maintenance contract which is sole management cost identified.

COLLECTION - The various components (bureaus/organizations) collect monthly in advance in form of personal checks which are negotiated via FARA bank a/c and serve as receipts when paid/cancelled (Dept. has no "bad check" problems). GS issues/collects for a few non-employees and in some cases on a daily basis. Net proceeds (CIRCA \$27,000/mo.) are passed by an FARA check monthly to GS with listing for match against non-automated info print-out listings of payments due by permit no.s/payor names (Dept. has few "non-payors").

ALLOCATION - Fee-payable permits cover some 950 parking spaces at Main State (garage) plus two nearby annexes where a total of 7,000 employed. Dept. has requested GSA approval to allow current 37% assignment of spaces for executives/shift workers vs. 10% limit.

Pool spaces have increased from 33% to 67% since Oct 79. Permits are valid for one year effective each 1 Feb. and applications are routed through GS prior to permit issue.

ACCOUNTING/REPORTING - Acct'g for funds is controlled within FARA and for permits by GS in coord with components. FARA and components report to GS where combined program reports originate.

AUDIT - No specific provision is made for either State finance or IG Audit of Program.

MANAGEMENT - Parking program supervisor on day-to-day basis is FS officer detailed from Ass't. Sect'y for Admin office to GS Division/Operations Mgmt. which is responsible to office of Under Sect'y for Mgmt. FARA also is directed by Mgm't Office while component bureaus/orgs. are responsible to Deputy Under Sect'y.

AUTOMATION - No features of system are automated.

Dept. feels their system is adequate, though number of parking spaces available to meet personnel needs are not, and has induced increased use of car pools and two-wheel vehicles. Changes being considered are to centralize collection for carpools in FARA and to automate allocation features. Dept. has word that GSA shortly will publish revised guidelines that may allow agencies more flexibility in administering their systems under the program regulations.



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(4) Small vehicles should be parked in the designated small car areas. Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

(5) The speed limit of 10 miles per hour in the basement must be observed.

(6) Employees must not move vehicles other than their own.

(7) Drivers must not discharge or pick up passengers in the entrance or ramps to the basement parking area.

(8) The employee has primary responsibility for parking his own vehicle.

(9) The Department assumes no liability for items left in vehicles.

(10) Care and courtesy should be used in maneuvering in and out of parking spaces, and in opening car doors so that they do not damage adjacent vehicles.

(11) The east-west aisles (to and from 21st and 23rd Streets) must be kept clear at all times. Under no circumstances may an employee leave his car unattended unless it is properly parked in a specified parking area.

(12) After 9:00 a.m., when all other spaces are occupied, parking in the center east-west aisle is authorized.

(13) After 9:00 a.m., parking on the fringe of the north-south aisles, with the specific permission of an attendant, is authorized if it does not block an entrance, driveway, aisle, or loading dock.

(14) Continuous parking in excess of 18 hours is prohibited.

Failure to observe any of the regulations will result in the removal of the vehicle and suspension of the individual's parking privileges for a mandatory 6 month period.

d. Two-Wheel Vehicles

Bicycles, motorcycles and other two-wheeled vehicles will be given special consideration and the number of parking spaces reserved for two-

wheeled vehicles will be compatible
with needs.

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Bicycles do not require permits. Applications to park a motorized two-wheel vehicle must be made directly to the General Services Division. No fees are charged for these permits.

e. Damages and Accidents

Bona fide damage claims must be reported to any one of the attendants on duty in the garage before leaving the premises or to the guards if attendants have departed. An accident report form must be obtained, completed and returned to the attendant or FARA. The name of the attendant or guard to whom the accident is reported should be obtained and included in the accident report. An officer of the parking company will make an investigation of each case and work with claimant to arrive at a satisfactory solution. Employees who damage a vehicle in parking or removing their own vehicle are obligated to report the incident to the attendant. Failure to do so will result in revocation of parking privileges.

1747 Enforcement Procedures

Parking areas are inspected daily by GSA building guards and/or a Metropolitan Police officer to ensure compliance with parking regulations. Nonobservance of parking regulations will result in the issuance of a Metropolitan Police traffic citation or removal of the vehicle at the owner's expense. There is no mechanism by which these citations or towing charges may be canceled. Repeated infractions of regulations will result in the withdrawal of the parking permit.

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Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

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AD/PP
88-88

12 June 1980

MEMORANDUM FOR: Office of the Comptroller

FROM:

AD/PP/OF

SUBJECT: FY 80 Parking Fee Receipts

REFERENCE: A. OMB Circular No. A-118
B. Treasury Bulletin 79-14
C. Memo fr Comptr to OMB dtd
11/9/79, subj as above
D. OMB Bulletin No. 80-2

1. Subject fee collections in the net amount of \$101,355.79 have been credited to Agency General Ledger Account 3414 (Deferred Credits - Unapplied Collections) through 31 May 1980. Attached is a summary statement by building collection site. All fees are being held pending the Comptroller's distribution directions.

2. As you are aware, per references A, B, and D, agencies will credit fee collections to their appropriation to the extent of parking space costs incurred through Standard Level User Charges (SLUC) as well as direct parking program costs. FY 80 pay act costs may also be covered. Any fees collected in excess of these costs are to be transferred to the Treasury.

3. We will continue to await advice from your office on the disposition of these fees collected.

STAT

Distribution:

0 & 1 - Addressee

1 - AD/PP/OF

1 - Reg.

2 - AD/PP (Chrono & File H-113)

August 13, 1979

CIRCULAR NO. A-118

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Employee Parking Facilities

1. Purpose. This Circular establishes policy governing the acquisition and allocation of Federal parking facilities and the establishment and determination of charges to be paid for the use of such parking by Federal employees, contractor employees and other facility tenants.

2. Coverage. The provisions of this Circular apply to Federal parking facilities in the United States, its territories and possessions, the commonwealth of Puerto Rico and the Canal Zone under the jurisdiction of the executive branch, excluding those operated by the Government of the District of Columbia and the United States Postal Service. The Office of Management and Budget urges elements of the Government not covered by this Circular to adopt similar policies.

At facilities jointly shared by an agency covered in this Circular with a governmental agency not covered (e.g. a building jointly shared by GSA and the Postal Service), when the facility is operated by an agency covered by this Circular, this Circular shall apply to all users of the parking facility. When the parking facility is operated by an agency not covered by this Circular, it is strongly suggested an agreement be reached among the affected agencies to follow the policies in this Circular. Employees of governmental entities, including the judicial and legislative branches located in facilities operated by GSA or other executive branch agencies, are covered by the provisions of this Circular. In any case, a uniform system shall be established to provide equal treatment for all users of the facility.

3. Background. There are many reasons for deciding to charge for parking at certain Federal installations and to further promote carpooling at all Federal installations. Several agencies (the Departments of Transportation and Energy, and the Environmental Protection Agency) have policies which attempt to encourage more efficient

(A-118)

automobile use through private employers and State and local governments. Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5 promote such policies when the Federal Government -- as the nation's largest employer -- does not have comparable in-house practices.

The energy constraints on our nation are already requiring changes in driving patterns. The home-to-work trip by car is the most routine and predictable component of all driving and accounts for over 40% of all household automobile mileage. Because the commuter's trip is so predictable, it is also the most adaptable to regular carpool or vanpool arrangements, and to mass transit use. Yet, over 75% of automobiles used for commuting have only one occupant.

Free or low-cost parking biases an employee's decision on whether to drive alone, carpool or use public transit for commuting. Therefore, a basis for charging for the use of parking facilities needs to be established which is equitable among employees and consistent with related policies regarding air quality, energy conservation and reduced traffic congestion.

In the Washington, D.C. metropolitan area, where the Federal Government is the dominant employer, the policy described in this Circular will contribute to that area's compliance with the timetables for improving ambient air quality set forth in the 1977 amendments to the Clean Air Act.

The policy of charging for parking is aimed at Federal installations and offices primarily in densely populated urban locations where commercial practice is to charge for the use of parking spaces. By offering free or low cost parking in those locations, the government has contributed to traffic congestion, energy consumption and air pollution. In addition, at many downtown locations only a few Federal employees have free or low-cost parking. Many Federal employees in urban locations already pay to park in commercial garages or pay mass transit fares every day.

This Circular also instructs agencies to institute more effective carpooling incentives. This aspect of the policy will be especially important at those large suburban and rural installations which have large parking facilities and would not have a parking fee. Where private sector employees work near a Federal office or installation, they too would be eligible members of a carpool comprised of Federal employees. The Federal Government will also be working with State and local governments and private employers to encourage more widespread carpooling practices.

(A-118)

4. Policy. It is the general policy of the executive branch to provide facilities to the minimum necessary, to administer those facilities in full compliance with carpooling regulations, and to assess Federal employees, contractor employees and tenant employees who are provided parking in Government-controlled space a charge equivalent to the fair monthly rental value for the use of equivalent commercial space, subject to the terms, exemptions and conditions stated in this Circular.

5. Exemptions from Fees. At certain locations and under certain conditions employees and others using parking may be exempted from a fee, as discussed below.

a. Shift work and weekend duty. Employees whose scheduled duty hours are established as a shift starting or ending outside of an agency's normal working hours may be exempted from the fee schedule. This definition would include, for example, employees on so-called "swing" or "midnight" shifts, but not include employees on flextime or overtime. This exemption would be most applicable at locations where insufficient numbers of employees are scheduled for the particular shift to make carpooling feasible.

b. Exempt vehicles. Two-wheeled vehicles shall be exempt from a fee schedule. As an incentive to encourage vanpooling, vanpools shall be exempt from a fee schedule through September 30, 1981. A vanpool must have 8 to 15 regular members to qualify for exemption from fees.

c. Nonwork locations. No fee schedules are required for the use of parking spaces by visitors or patrons at cemeteries, commissaries, post theaters, exchanges, chapels and similar service facilities. No fee schedules are required for the use of parking spaces at government furnished quarters.

d. Hospitals. Patients and patient visitors may be exempted from a fee for parking at Federal hospitals.

e. Visitor parking. Visitors may be exempted from a fee for parking in government-provided parking spaces.

f. Shared facilities. At locations where government agencies occupy a portion of a privately-owned facility where no specific parking areas are assigned to individual employers for their employees' use and where all employees are provided free parking, the government employees may be exempted from a requirement to pay for parking. Agency heads at such locations should be especially diligent to

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encourage carpooling. Efforts should be made to have building owners at such locations establish reserved parking areas for carpooling. Under FPMR 101-10.1, appropriate agency contracting offices shall endeavor to amend lease contracts to accomplish the policies of this Circular.

g. Government-owned vehicles. No fees will be required for spaces used by government-owned or government-leased vehicles.

h. Members of Congress and Judges. No fee is required for parking spaces in executive branch facilities assigned for security purposes to Members of Congress and Judges appointed under Article III of the Constitution.

i. Handicapped vehicles. Handicapped employees who utilize a specially equipped vehicle for commuting shall be exempt from parking fees.

6. Collective Bargaining Agreements. This policy shall not be interpreted to render null and void any valid, negotiated agreement between management and a union covering any provision of employee parking in effect on the effective date of this Circular. Upon the expiration of agreements exempted hereunder, the provisions of this Circular shall apply.

7. Acquisition of parking facilities. Acquisition of parking facilities will be permitted consistent with limitations and conditions in this Circular. The amount of parking facilities to be provided, at either leased or federally constructed buildings, will be dependent upon an analysis of the public transportation and carpooling projected to be reasonably available or feasible at the given location or area. This analysis will be conducted by GSA upon request of an agency head, and will consider Executive Order 12072 and other applicable laws, regulations or policies concerning use of public transit, air quality control and energy conservation. This analysis will include the following factors:

a. Availability of existing or planned transit and other community sponsored transportation improvements;

b. Availability of agency or metropolitan vanpool and carpool matching programs;

c. Availability of existing or planned commercial or municipal off-street parking;

(A-118)

e. Locations of where an agency's employees live in relationship to transportation systems; and

f. Special or unusual requirements.

The analysis will assume strict enforcement of carpool regulations and increasing use of public transit. The application of this policy should result in periodic reductions in the total number of Government controlled spaces within a given area, particularly at leased locations.

8: Allocation and assignment of parking facilities. The General Services Administration (GSA) or other agency in control of parking facilities at Federal buildings and on other Federal property, including leased property, shall equitably allocate such parking facilities among agencies in accordance with FPMR 101-20.111. Agency heads shall be responsible for the allocation of parking spaces allocated for their control, including the allocation of spaces for employee parking.

To maximize the efficient utilization of available parking spaces, assignments of spaces to Federal employees shall be on the basis of the regulations promulgated by GSA (FPMR 101-20.111 and 101-20.117), as amended to comply with this Circular. At locations with large, outside parking facilities, each agency shall identify and reserve parking areas according to the following priorities based on the shortest walking distance to work areas: official vehicles used during the day, handicapped employees, vanpools, carpools with four or more occupants, other carpools, and, space permitting, single occupant cars. Agencies may assign a limited number of convenient parking spaces to certain executive personnel and employees with unusual hours in accordance with FPMR 101-20.117. Personnel to whom individual parking permits are assigned are encouraged to form carpools when their work schedules would permit such arrangements. The establishment of parking areas should be designed to encourage vanpooling and carpooling to the maximum extent feasible. Agencies may establish parking areas for subcompact sedans and station wagons used for carpools.

In urban areas, where several federally controlled facilities exist within easy walking distance of one another, parking spaces may be pooled on a zonal allocation plan rather than on an agency by agency basis to assure an

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Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5
equitable number of spaces among all Federal employees and to maximize the carpooling opportunities. Such arrangements already exist at several locations. Such pooled allocations shall be administered by GSA or other agency in control of the parking facilities primarily on the basis of carpool membership without regard to agency quota and in accordance with FPMR 101-20.111 and 101-20.117.

9. Charges for employee parking.

a. Establishment of charges. Charges for employee use of Government-owned or leased parking facilities shall be assessed at all locations except where the rate, as determined in c. below, would be less than \$10.00 per month. For the initial period November 1, 1979, through September 30, 1981, the charges to be collected shall be 50 percent of the full rate scheduled to be collected. If the full rate is calculated to be between \$10.00 and \$19.99, the monthly charge between November 1, 1979 and September 30, 1981, shall be \$10.00. The full charge shall be collected after October 1, 1981.

b. Authority for charges. Authority to establish charges for the use of parking spaces is contained in the Federal Property and Administrative Services Act, as amended (40 U.S.C. 490). Comptroller General file reference B-177610 dated March 17, 1976, reviews this matter (55 Comp. Gen. 897).

c. Determination of rates.

(1) The Administrator of GSA shall determine the rate to be charged for Government furnished employee parking at each facility using generally accepted appraisal techniques. Agencies other than GSA which hold title to property and desire to arrange their own appraisals must advise GSA in writing of their intent, and shall conduct such appraisals in accordance with GSA guidelines. GSA shall review and approve all rates in accordance with 40 U.S.C. 490(k). The rates shall approximate the prevailing value of comparable commercial property in the vicinity. The rate basis will be the fair rental value of such property as used in calculating Standard Level User Charges. Fair rental value includes an allowance for the costs of parking facility management. The rates so established shall be adjusted annually by the Administrator to reflect increases or decreases in value.

(2) In instances where a parking management company is engaged to operate the facility, issue permits, provide attendants, collect fees, etc., the cost of such management

(A-118)

services will be included in the base fees paid by individual users.

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(3) Fees for employee parking spaces shall not include any share of the costs attributable to spaces exempted from the fees under Section 5 of this Circular. Such costs will continue to be handled under existing budget practices for SLUC charges.

10. Responsibilities.

a. GSA shall:

(1) issue regulations implementing the provisions of this Circular regarding the determination of commercially equivalent rates for Government parking and development of procedures for agency collection of fees from individual users;

(2) revise regulations and priorities, as necessary, for the assignment of parking spaces. Regulations shall be issued by August 20, 1979. All rates at GSA facilities shall be determined by September 1, 1979, and by October 1, 1979, for all non-GSA facilities.

(3) collect and credit to the Federal Buildings Fund parking fees paid by employees of the legislative and judicial branches who utilize parking space assignments in GSA-controlled facilities.

b. Heads of departments and agencies shall:

(1) assess charges consistent with the provisions of this Circular and GSA regulations, and under 40 U.S.C. 490(k), collect and credit fees to agency appropriations charged for parking spaces and services. Fees collected for the use of parking facilities shall be applied toward parking management costs and the Standard Level User Charges paid by using agencies to GSA. Amounts recovered in excess of direct costs and SLUC charges shall be credited to the Treasury as miscellaneous receipts.

(2) immediately request the Administrator of GSA to determine the parking rates to be assessed at facilities occupied by the agency. Requests need to be made promptly to enable rate determinations to be completed prior to November 1, 1979. Late rate determinations shall be applied retroactively to November 1, 1979.

(3) give full cooperation to the GSA in connection with the determination of commercial value.

(A-118)

(4) request guidance from GSA on how to conduct appraisals if the agency prefers to conduct its own appraisals. Rates developed under this method shall be submitted to GSA for review and approval.

(5) issue such instructions as may be needed to maximize carpooling and implement the provisions of this Circular and regulations issued by GSA. (See Attachment)

(6) by October 1, 1979, appoint an employee transportation coordinator at each facility to operate or participate in a system for carpool and vanpool matching among employees, and to maintain current information about public transit service to the facility. (See Attachment)

(7) by November 1, 1979, implement an effective mechanism for deterring abuse of parking space assignments made to the handicapped, vanpools and carpools.

11. Military installations. This Circular recognizes the unique problems involved in administering and charging for the use of parking spaces at dispersed facilities on certain military installations. The Secretary of Defense shall establish regulations at non-GSA controlled military installations consistent with this circular and the GSA regulations issued in conformance with this circular. The Secretary of Defense may adjust fee schedules and regulations at those portions of installations where practical considerations of installation geography or conditions of military readiness require modifications, while preserving as much as possible the monetary and administrative incentives necessary to conserve energy through substantial reductions in the use of commuter automobiles, particularly those with only one occupant.

12. Agency Administrative Workload. Agencies should administer the provisions of this Circular within existing personnel resources to the maximum extent possible.

13. Appropriated funds.

a. The policy in this Circular will reduce the need for appropriated funds to pay for parking spaces used by employees at some locations. For fiscal year 1980, agencies shall provide a report to their examining divisions at OMB by November 15, 1979, which estimates for each appropriation account the gross amount of parking fees to be collected during the fiscal year. Appropriated funds for parking which are in excess of the agency's parking costs net of parking fee receipts shall be applied toward supplemental appropriation requirements which the agency intends to

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5
submit to OMB for review under Circular A-11. Appropriated funds not so applied will be recommended to the Congress for rescission.

b. For fiscal year 1981 and future years, budget requests shall anticipate the collection of parking fees, thus reducing the need for appropriations.

14. Report

a. By March 31, 1980, each agency shall submit a report to OMB detailing the affects of this Federal employee parking policy at each facility with more than 100 employees. Information to be included shall address:

(1) the number of official, visitor, and employee parking spaces provided prior to October 1, 1979, and on January 1, 1980, and the total number of employees at the installation on those dates.

(2) the number of parking spaces allocated to single occupant cars and carpools/vanpools and the average carpool/vanpool occupancy of those so allocated prior to October 1, 1979, and on January 1, 1980.

(3) the distribution of employees mode of transportation to and from work prior to October 1, 1979, and on January 1, 1980. (A sampling technique and questionnaire will be distributed to reduce workload.)

(4) the type and extent of assistance provided to agency employees in availing themselves of carpool/vanpool/transit commuting alternatives.

b. OMB, in cooperation with DOT and GSA, will develop and furnish to agencies specific guidance relative to the type of information needed and suggested procedures to assess the before and after effects of this employee parking policy. A similar report may be required in January 1982 after the full rate goes into effect. Instructions will be issued at a later date for any additional report.

c. Agencies with a large number of installations or office locations may satisfy the reporting requirements by providing information on the 25 largest employment centers of their agency.

d. Copies of agency reports will be made available to Federal and local agencies with responsibilities in the area of energy conservation, air quality, and transportation.

(A-118)

15. Review and Comment. The GSA shall publish its regulations in the Federal Register in draft for a 30-day comment period on August 20, 1979, and shall issue final regulations by October 1, 1979. Agencies should begin development of agency regulations and procedures upon receipt of this Circular and the draft GSA regulations. Final agency regulations should be issued prior to November 1, 1979.

This Circular was provided to Federal agencies and employee unions in draft on April 6, 1979. Many of their comments have been incorporated. OMB will continue to accept comments which may be addressed to Ms. Joyce Walker, Deputy Associate Director, Room 9202, Office of Management and Budget, Washington, D.C. 20503.

16. Inquiries. Agency officials who desire interpretation of GSA regulations issued pursuant to this Circular regarding special or unique circumstances should call the General Services Administration (566-1872).

James T. McIntyre, Jr.

James T. McIntyre
Director

Attachment

(A-118)

Attachment
Circular A-118

Information on Carpooling and Vanpooling

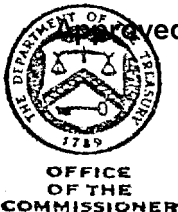
The following organizations can provide information or technical assistance regarding the establishment of effective ridesharing programs:

Office of Public and Consumer Affairs (I-38)	
U. S. Department of Transportation	202-426-2146
Washington, D. C. 20590	(information packets)
Ridesharing Branch (HHP-33)	202-426-0210
Federal Highway Administration	FTS 8-426-0210
U.S. Department of Transportation	
Washington, D. C. 20590	(information packets, training aids, technical assistance)
Office of Conservation and Solar Applications	
Transportation Programs Division	202-376-4435
U.S. Department of Energy (CS/IP)	FTS 8-376-4435
Washington, D. C. 20585	(information packets, technical assistance)
Tennessee Valley Authority	615-632-3152
Attn: Jack Hendrie	FTS 8-852-3152
400 Commerce Avenue	
Knoxville, Tennessee 37902	(report on organization and performance of TVA's fleet of over 375 vanpools)

State Energy Offices. Located in most states. Operated by State governments with financial and technical assistance from the Department of Energy.

Metropolitan or regional councils of government. Located in most metropolitan areas. Many have programs for transportation systems management, including metropolitan-wide car-pool matching programs.

Federal Executive Boards. Located in many metropolitan areas. These existing groups comprised of representatives from most agencies can be of assistance in coordinating ridesharing programs among Federal agencies.



DEPARTMENT OF THE TREASURY
FISCAL SERVICE
BUREAU OF GOVERNMENT FINANCIAL OPERATIONS
WASHINGTON, D.C. 20226

VOLUME I

TREASURY FISCAL REQUIREMENTS MANUAL FOR
GUIDANCE OF DEPARTMENTS AND AGENCIES

BULLETIN NO. 79-14

RETENTION: September 30, 1981

TO HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES AND OTHERS CONCERNED:

1. PURPOSE

This bulletin is to advise agencies of accounting and reporting requirements to implement the Federal employee parking regulations established under OMB Circular NO. A-118.

2. BACKGROUND

Authority to establish charges for the use of parking space is contained in the Federal Property and Administrative Service Act as amended (40 U.S.C. 490). Agencies should be guided by the administrative requirements of OMB Circular No. A-118 and the regulations of the General Service Administration.

3. TREASURY ACCOUNTING AND REPORTING REQUIREMENTS

Agency costs incurred in the operation of Federal employee parking facilities (Standard Level User Charges (SLUC) and other charges) are to be paid from agency appropriation or fund accounts. Payments from appropriation or fund accounts will be reported as disbursements in the usual manner. ✓

Agencies shall credit to their appropriation or fund accounts fees collected from employees. For the purpose of reporting to Treasury, fees credited to appropriation and fund accounts will be reported as minus disbursements except for public enterprise funds which will report the fees as revolving fund receipts. Fees collected in excess of costs incurred are to be transferred to miscellaneous receipts of the Treasury, account symbol 2461, "Federal Employee Parking Fees", when such amounts are determined. ✓

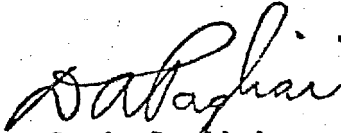
If agencies find it advantageous they may initially credit all fees collected to F 3875, Budget Clearing Account, pending reimbursement to their appropriation or fund account for costs charged to that account. The F 3875 account will be cleared by allocating credits for fees collected to (a) reimburse the fund from which costs have been paid and (b) by crediting miscellaneous receipts of the Treasury for the remainder of the fees. The distribution may be accomplished MB

TRANSMITTAL LETTER NO. 281

17/ monthly, or intermittently during the year. However, agencies should strive to transfer funds as expeditiously as possible to the proper account.

4. INQUIRIES

Any questions concerning this bulletin should be directed to the Government Accounting Systems Staff, Bureau of Government Financial Operations, Department of the Treasury, Treasury Annex No. 1, Washington, D.C. 20226 (Telephone 202-566-8374).


D. A. Pagliai
Commissioner



OFFICE
OF THE
COMMISSIONER

DEPARTMENT OF THE TREASURY
FISCAL SERVICE

BUREAU OF GOVERNMENT FINANCIAL OPERATIONS
WASHINGTON, D.C. 20226

VOLUME I

TREASURY FISCAL REQUIREMENTS MANUAL FOR
GUIDANCE OF DEPARTMENTS AND AGENCIES

September 24, 1979

TRANSMITTAL LETTER NO. 281

TO HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES AND OTHERS CONCERNED:

1. PURPOSE

The purpose of this transmittal letter is to release TFRM Bulletin No. 79-14, which provides the accounting and reporting requirements for the parking fee regulations issued under OMB Circular No. A-118.

2. MATERIAL TRANSMITTED

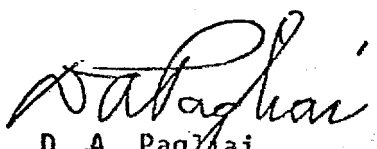
TFRM Bulletin No. 79-14

3. EFFECTIVE DATE

Upon implementation of the OMB and GSA regulations.

4. INQUIRIES

Any questions concerning this transmittal letter should be directed to the Government Accounting Systems Staff, Bureau of Government Financial Operations, Department of the Treasury, Treasury Annex No. 1, Washington, D.C. 20226 (Telephone 202-566-8374).


D. A. Pagliai
Commissioner

WASHINGTON, D.C. 20505

9 NOV 1979

MEMORANDUM FOR: Keith R. Hall
Office of Management and Budget

SUBJECT: FY 1980 Parking Fee Receipts (U)

REFERENCE: OMB Circular No. A-118 (U)

1. Parking fee receipts to be collected by the Central Intelligence Agency for Fiscal Year 1980 are estimated to be \$165,000. This estimate is based on fees collected for November 1979, for both the Headquarters Area and domestic field installations, and projected through the end of the current fiscal year. We will monitor the fees collected each month and advise you if the actual total for Fiscal Year 1980 is significantly different from the estimate provided herein. (C)

2. This report is submitted in compliance with Paragraph 13.a. of OMB Circular No. A-118. (U)



Maurice Lipton
Comptroller

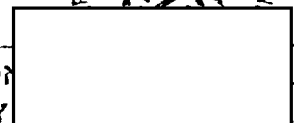
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CONFIDENTIAL



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

BULLETIN NO. 80-2

October 25, 1979

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Increased pay costs for fiscal year 1980

1. Purpose. This Bulletin provides instructions for the submission of an analysis of increased pay costs for fiscal year 1980 and guidance on the possible absorption of such costs and on the pay supplementals required.

2. Background. Office of Management and Budget (OMB) Circular No. A-11 (sections 13.4(d) and 32.7(b)) instructed agencies to include amounts for the October 1979 pay raise in their 1980 and 1981 budget estimates, if the new pay rates were known at the time of submission. Agencies should include in their budget schedules the additional 1980 and 1981 amounts required for the pay raise when they are informed by OMB of their 1981 budget allowances.

The information submitted pursuant to this Bulletin will provide the basis for requests to the Congress in the 1981 Budget for the 1980 pay supplementals.

3. Coverage. These instructions apply to the fiscal year 1980 costs of:

a. Civilian personnel pay raises effective in October 1979 under Executive Order 12165 issued pursuant to P.L. 91-656, and comparable raises granted by administrative action. Also pay raise limitations, effective in October 1979, under an amendment to Executive Order No. 12165 that will be issued shortly, pursuant to P.L. 98-86. This would affect the pay of those covered by the Executive and Senior Executive Service Schedules and those civilian positions for which the rate of pay is limited by the amount payable for Executive Level V.

b. Military personnel pay raises effective in October 1979 under Executive Order 12165 issued pursuant to P.L. 90-207.

c. Actual wage board pay raises currently effective in fiscal year 1980 and granted under 5 U.S.C. 5341, together with additional raises estimated to be granted under the same authority through September 30, 1980. Note: Section 613 of the Treasury, Postal Service, and General Government Appropriation Act, P.L. 96-74, prohibits the use of funds under that Act or any other appropriations act to fund increases in wage board pay rates authorized by 5 U.S.C. 5343 that exceed the overall percentage increase in the general schedule rates of basic pay in fiscal year 1980.

d. Senior Executive Service rank and performance awards, pursuant to the Civil Service Reform Act of 1978, P.L. 95-454.

4. Absorption policy. The amount of the 1980 pay increase costs specified above will be computed on the basis of the latest approved 1980 program levels.

→ Agencies are expected to absorb a minimum of 40% of total increased pay costs by:

a. Using all available resources within the account to cover increased pay costs, including savings and revenues obtained from:

- o effects of personnel levels that are lower than anticipated under available funds;
- o funds provided in appropriations to cover costs of parking that have now been offset by parking charges (OMB Circular A-118 and Treasury Bulletin 79-14); and
- o 1980 reductions in travel and transportation of persons and things required by section 112 of P.L. 96-86; and other reductions in operating costs.

b. Using existing transfer authority to maximize absorption when resources within an account are insufficient to meet such costs.

c. Seeking additional transfer authority between appropriation accounts within the same agency. (See paragraph 7.)

Each agency will apply the principles set forth in OMB Circular Nos. A-117 and A-64 to achieve economies through cost reduction, position management, and other management

20 June 1980

MEMORANDUM FOR THE RECORD

SUBJECT: Paid-Parking Fees (U)

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25X1
1. I received a phone call from [redacted] Office of Finance, Plans and Systems Staff (OF/P&SS). Homer has been asked by [redacted] OF, to find out who in OL may have given the Comptroller an FY 81 estimate of parking fees? It seems that [redacted] stating that someone in OL had given a figure of \$800,000 for FY 81 and Dave reduced the appropriated fund request by that amount. Dave is now concerned whether the \$800,000 is a good estimate. (U)

2. I am unaware of who may have given the Comptroller an estimate of FY 81 fees, but have attached what I estimate may be collected and expensed during FY 81. My estimate does not take into consideration any increase of carpools or reduction in the number of people who may not require a space after paid-parking goes into effect. Since the Pentagon has been collecting fees they have identified 2200 parking spaces not being utilized. (U)

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

~~CONFIDENTIAL~~

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Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

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GENERAL SCHEDULE RATES

(Effective 7 October 1979)

GS	PSI	DATE	1	2	3	4	5	6	7	8	9	10
1	-	Oct 79	\$7,210	\$7,450	\$7,690	\$7,930	\$8,170	\$8,410	\$8,650	\$8,890	\$8,902	\$9,126
	219	Oct 78	6,561	6,780	6,999	7,218	7,437	7,656	7,875	8,094	8,313	8,532
2	-	Oct 79	8,128	8,399	8,670	8,902	9,002	9,267	9,532	9,797	10,062	10,327
	247	Oct 78	7,422	7,669	7,916	8,163	8,410	8,657	8,904	9,151	9,398	9,645
3	298	Oct 79	8,952	9,250	9,548	9,846	10,144	10,442	10,740	11,038	11,336	11,634
	279	Oct 78	8,366	8,645	8,924	9,203	9,482	9,761	10,040	10,319	10,598	10,877
4	335	Oct 79	10,049	10,384	10,719	11,054	11,389	11,724	12,059	12,394	12,729	13,064
	313	Oct 78	9,391	9,704	10,017	10,330	10,643	10,956	11,269	11,582	11,895	12,208
5	375	Oct 79	11,243	11,618	11,993	12,368	12,743	13,118	13,493	13,868	14,243	14,618
	350	Oct 78	10,507	10,857	11,207	11,557	11,907	12,257	12,607	12,957	13,307	13,657
6	418	Oct 79	12,531	12,949	13,367	13,785	14,203	14,621	15,039	15,457	15,875	16,293
	390	Oct 78	11,712	12,102	12,492	12,882	13,272	13,662	14,052	14,442	14,832	15,222
7	464	Oct 79	13,925	14,389	14,853	15,317	15,781	16,245	16,709	17,173	17,637	18,101
	434	Oct 78	13,014	13,448	13,882	14,316	14,750	15,184	15,618	16,052	16,486	16,920
8	514	Oct 79	15,423	15,936	16,451	16,965	17,479	17,993	18,507	19,021	19,535	20,049
	480	Oct 78	14,414	14,894	15,374	15,854	16,334	16,814	17,294	17,774	18,254	18,734
9	568	Oct 79	17,035	17,603	18,171	18,739	19,307	19,875	20,443	21,011	21,579	22,147
	531	Oct 78	15,920	16,451	16,982	17,513	18,044	18,575	19,106	19,637	20,168	20,699
10	625	Oct 79	18,760	19,385	20,010	20,635	21,260	21,885	22,510	23,135	23,760	24,385
	584	Oct 78	17,532	18,116	18,700	19,284	19,868	20,452	21,036	21,620	22,204	22,788
11	687	Oct 79	20,611	21,298	21,985	22,672	23,359	24,046	24,733	25,420	26,107	26,794
	642	Oct 78	19,263	19,905	20,547	21,189	21,831	22,473	23,115	23,757	24,399	25,041
12	823	Oct 79	24,703	25,526	26,349	27,172	27,995	28,818	29,641	30,464	31,287	32,110
	770	Oct 78	23,087	23,857	24,627	25,397	26,167	26,937	27,707	28,477	29,247	30,017
13	979	Oct 79	29,375	30,354	31,333	32,312	33,291	34,270	35,249	36,228	37,207	38,186
	915	Oct 78	27,453	28,368	29,283	30,198	31,113	32,028	32,943	33,858	34,773	35,688
14	1157	Oct 79	34,713	35,870	37,027	38,184	39,341	40,498	41,655	42,812	43,969	45,126
	1081	Oct 78	32,442	33,523	34,604	35,685	36,766	37,847	38,928	40,009	41,090	42,171
15	1361	Oct 79	40,832	42,193	43,554	44,915	46,276	47,637	48,998	50,359*	51,720*	53,081*
	1272	Oct 78	38,160	39,432	40,704	41,976	43,238	44,520	45,792	47,064	48,336*	49,608*
16	1596	Oct 79	47,889	49,485	51,081*	52,677*	54,273*	55,869*	57,465*	59,061*	60,657*	
	1492	Oct 78	44,756	46,248	47,740*	49,232*	50,724*	52,216*	53,708*	55,200*	56,692*	
17	1870	Oct 79	56,099*	57,969*	59,839*	61,709*	63,579*					
	1748	Oct 78	52,429*	54,177*	55,925*	57,673*	59,421*					
18	-	Oct 79	65,750*									
	-	Oct 78										

*Basic pay is limited by Section 5302 of Title 5 of the United States Code to the rate for Level V of the Executive Schedule which is, as of the effective date of

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Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

DRAFT

6/14/80
O'Neil
JFK

STAT MEMORANDUM FOR: [REDACTED]
Plans and Programs Staff/OL
THROUGH: Audit Staff/OIG
STAT FROM: [REDACTED]
AD/P&P/OF
SUBJECT: Agency Paid Parking Program
REFERENCE: AD/PP 74-80, dtd 5/30/80, Same Subject

This responds to your 3 June 1980 request that the proposed manual accounting procedures, generally outlined by reference, be amplified and that proposed forms be provided.

Parking Fee Collection Office

A centrally located office unit will be responsible for collection of parking fees, cash custody and control, issue of coupons, accountability for cash and coupons, vouchering and transfer of proceeds for daily deposit, reporting on daily transactions, and maintenance of records as necessary for post-audit purposes.

Parking Fee Collection Procedures

- Advance of Change Funds (Request form attached) - Each cashier will obtain a continuing advance (approximately \$20), charged to an advance account. This will be used for change making purposes.
- Certification for Coupons - The parking fee collection office supervisor will provide written acknowledgement of receipt of each coupon printing run, indicating total quantity and serial numbers by month. The supervisor will also provide written certification, again by serial numbers, at month-end of coupons used and/or destroyed with signatures of two witnesses to any coupon destruction. (See attachments 1 and 2.)

- Application for Coupon - Each individual purchasing a coupon will complete a parking record/receipt (attachment 3) entering permit number, name, room number, telephone extension, signature. Purchaser will submit form to cashier with fee payment.
- Verification of Permit/Fee - Cashier will verify validity of permit number and other information on application for coupon against master parking permit data listing and count fee payment. In event of any discrepancy, purchasers will be referred by cashier to parking fee collection office supervisor before transaction is completed.
- Completion of Application Transaction - Cashier will stamp application with date/time, cite coupon serial number/month, write initials, collect fee and issue coupon to purchaser with application copy. Application original will be held for office file and copy will be deposited with fee in cash box.
- Entry of Coupon Data - Cashier will annotate parking permit data listing for coupon serial number/month after each coupon issue.
- Interim Workday Coupon Allotment/Cash Turn-In - Cashiers and supervisor will sign interim chits (see attachment 4) to evidence coupon/cash transfer of accountability. Cashiers and supervisor each will retain a copy of the chit pending daily reconciliation at close of business.
- Reconciliation of Cash/Coupons - Cashiers and supervisor will complete daily control reports (see attachments 5 and 6) at close of business to verify and reconcile accuracy of cash/coupon transactions. Copies

(

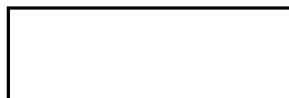
will accompany daily voucher and also be retained in office.

- Disposition of Cash Overage/Shortage - Report of any cash over/short revealed by daily reconciliation will be made to OL/LSD on day they occur for appropriate action Overages STAT will be vouchered and deposited separately from other proceeds credited. Shortages will be vouchered with other proceeds credited with charge to advance A/C of cashier pending approval either to hold liable or write-off to cost.
- Resolution of Coupon/Other Discrepancies - Report of discrepancies in coupon serial numbers or other differences revealed by daily transactions will be made to OL/LSD on day they occur for appropriate management action or direction.
- Transfer of Cash for Deposit - Daily, supervisor will sign receipt (see attachment 7) for total cash collected and certify voucher (see attachment 8) with entries to charge cash A/C (or advance A/C if required) and contra to deferred credit A/C. Voucher, with cash, will be turned in to OF/Monetary Disbursing office, supported by original of attachments 7 plus copies of attachments 6, 5, 4 and 3, in exchange for an OF/Monetary cash receipt (see attachment 9). Special coding indicators for voucher entries will be established by OL with OF guidance.
- Reports for Management - Monthly, parking fee collection office will prepare summary for OL to include total amounts collectable (for parking space permits issued) and actually collected (for coupons sold) by building and summarize cumulative totals by quarter and at FY end. Also monthly, delinquent payors will be identified to OL by permit, name and component for

action either to collect or to withdraw permits.

- Retention of Documentation for Audit - Pending periodic audit, office will retain copies of advance vouchers (for change funds/any shortages), certifications (for coupon receipt/use/destruction), record/receipts (for coupons sold), interim chits (for intra-office daily coupon/cash transfers), daily control report sheets (for cash/coupon reconciliation), discrepancy reports (for cash overages/shortages and other), deposit vouchers and receipts (for daily collections) and management reports to collection transactions.

Concur _____



STAT

AD/PP
94-80

30 June 1980

STAT MEMORANDUM FOR: [REDACTED]
Plans & Programs Staff/OL

STAT FROM: [REDACTED]
Policy & Plans/OF

SUBJECT: Parking Program Costs and Distribution of
Parking Fee Proceeds

This responds to your 3 June 1980 request for an outline of proposed procedures for handling costs and collections of the Agency Parking Program.

A. PARKING PROGRAM COSTS

The Parking Program is expected to incur two major costs:

1. The annual GSA assessment of Standard Level User Charges (SLUC).
2. Identifiable administrative costs for management of the agency parking allocation/fee collection system including the following:
 - a - Salaries/payroll expense for parking office staff
 - b - Supplemental charges for GSA to police parking spaces;
 - c - Printing parking permits/coupons/forms;
 - d - Supplies and misc expenses for parking office;
 - e - Furniture/equipment for parking office start-up;
 - f - Charges for modifications to parking areas

SUBJECT: Parking Program Costs and Distribution of Parking Fee Proceeds

PROPOSED PROCEDURES

- The Paid Parking Task Force will advise OL/B&F of their estimates of -
 1. Costs of expanded parking program for balance of FY 80 and for FY 81.
 2. Proceeds of gross parking fee collections for FY 80 and FY 81.
- OL/B&F, based on Task Force estimates, will -
 1. When appropriate, obligate funds for FY 80 costs and program funds for FY 81 costs.
 2. Provide Financial Analysis Number Codes to OF/CD and OL components for recording FYs 80 and 81 expenditures.
 3. Monitor and report on costs levels and actual program expense incurred.
- OL will record program costs incurred charging Financial Analysis Numbers provided by OL/B&F.

B. DISTRIBUTION OF PARKING FEE PROCEEDS

Program regulations provide that fees collected be applied to

1. Parking Management costs
2. Standard Level User Charges (SLUC) assessed and billed to Agency by GSA for parking spaces.
3. Treasury as miscellaneous receipts for amounts recovered in excess of direct costs of administration and SLUC charges.
4. Offset personal services costs attributable to Pay Act increase for FY 80.

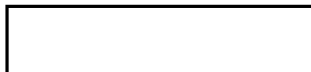
DRAFT

SUBJECT: Parking Program Costs and Distribution of Parking Fee Proceeds

PROPOSED PROCEDURES

Office of Logistics

1. To report to O/Comptr:
 - Prior to beginning FY
 1. SLUC assessments for parking spaces
 2. Management costs for parking program (estimated)
 3. Gross parking fee proceeds (estimated)
 - Quarterly during FY -
 1. Total actual fees collected, FY to date
 2. Total projected fee collections for FY
 3. Shortfalls/excess - Collections/Projections
2. To provide the Office of Finance necessary instructions and prepared fee collection adjustment vouchers.



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CONCUR

Office of Comptroller

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3 JUL 1980

MEMORANDUM FOR: Director of Security

FROM: James H. McDonald
Director of Logistics

SUBJECT: Federal Paid-Parking Program (U)

1. As you are aware, it is almost a certainty that the Headquarters complex will be included in the Federal paid-parking program this October. (U)

2. The OMB Circular which established the paid-parking program requires each Agency to implement an effective program for deterring abuse of parking space assignment. The key to the success of the paid-parking program is the strict enforcement of the parking regulations. In this respect, I believe it would be appropriate if representatives from our offices start planning how the parking regulations can be effectively enforced and what resources will be required to do this. (U)

3. I have appointed [redacted] as the task force leader to implement the paid-parking program at the Headquarters complex. He is available to meet with whomever you appoint from your office to discuss this matter. [redacted] may be reached on extension [redacted] (C)

[redacted]

James H. McDonald

cc: C/LSD

OL 0 3031

OL 0 1768

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INTER-OFFICE COPIES
AND METHODS INVOLVED

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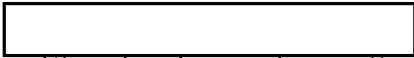
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Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

MEMORANDUM FOR: Director of Logistics

25X1 FROM:


Chief, Logistics Services Division, OL

SUBJECT: Space for Paid Parking Operation
In Headquarters

An area outside the entrance to the South Cafeteria has been identified to house the subject operation. Necessary construction will be completed by 18 August 1980.


25X1

OL 0 2192(a)

3 JUL 1980

MEMORANDUM FOR: Director of Security

FROM: James H. McDonald
Director of Logistics

SUBJECT: Federal Paid-Parking Program (U)

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3. I have appointed [redacted] as the task force leader to implement the paid-parking program at the Headquarters complex. He is available to meet with whomever you appoint from your office to discuss this matter. [redacted] may be reached on extension [redacted] (C)

/s/ James H. McDonald

James H. McDonald

cc: C/LSD

OL 0 3031

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OL/P&PS [redacted] (2 Jul 80)

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

MEMORANDUM FOR: Director of Medical Services
FROM: Chief, Logistics Services Division
SUBJECT: Handicapped/Medical Parking Permits

The policies and procedures for the assignment of Federal Employee parking spaces and the assessment of charges for these spaces is outlined in the attachments.

Specific mention is made to the "handicapped employee" exempting him from paying to park.

As stated in the Federal Property Management Regulations Temporary Regulation D-65, 5(e), justification for "handicapped employee" may require certification by an Agency medical unit. Your cooperation is required in determining which employees will be considered exempt. As requests for permanent medicals parking are forwarded through your office for concurrence, please annotate on the form whether employees are exempt, per attachments, or will have to pay. For additional information or questions, please contact

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Logistics Services Division

Attachments:

Federal Register Circular A-71, A-118
Office of Management and Budget Circular No. A-118
Federal Property Management Regulations D-65

110 JUL 1 80

MEMORANDUM FOR: D Division, DDA/ODP

ATTENTION:

FROM:

Plans and Programs Staff, OL

SUBJECT: Requirements for ODP Support - Paid Parking Program (U)

1. The following objectives have been identified as necessary to implement the Agency paid-parking program in accordance with OMB Circular No. A-118 and FPMR temporary Reg. D-65: (U)

a. Objective #1 - Collect parking fees. (U)

b. Objective #2 - Ensure each month that the fee for each registered permit for which a fee is due is collected or that the permit is revoked. (U)

c. Objective #3 - Maintain an accounting system which will satisfy audit requirements for the funds collected. (U)

d. Objective #4 - Collect the necessary information to satisfy both internal and external reporting requirements. (U)

e. Objective #5 - Implement an effective system for carpool and vanpool matching among employees. (U)

2. Background: With the inclusion of the Headquarters complex in the Federal paid-parking program this October, the manual system presently being used to meet the above objectives will overtax the resources of both the Office of Logistics (OL) and the Office of Finance (OF). In view of

25X1

OL 0 3099

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1995/04/26 : CIA-RDP85-00988R000100140002-5

SUBJECT: Requirements for ODP Support - Paid Parking Program (U)

this, DDA approval was sought and subsequently granted to develop a system using computer support to assist in meeting these objectives by automating the manipulation of and reporting from the parking records. (U)

3. The task force established to implement paid-parking has identified those objectives for which we believe computer support is required. OL will assume responsibility for obtaining the necessary approval from the Information Privacy Staff for the information to be collected. Attachment A contains a listing of data elements required. The data base will be classified confidential. Also, OL will be responsible for registering the program in the Federal Register. (U)

4. Anticipated Parking Program Operation:

a. The fee collection will be done manually utilizing data collection form(s) (to be defined). (U)

b. The permit record input and updating (including fee collection recording) will be done by the Fees Collection Office (FCO) using an online computer system with a formatted menu (attachment B). Permit records will provide the basis for all reports and online queries requirements. All reports and queries (except for the OMB report which will be generated by Space Maintenance and Facilities Branch (SM&FB)) will be generated by the FCO on request to the computer system. The information for all reports and online queries will be obtained from the data collection form that employees who are issued a fee permit must present to the FCO to purchase a monthly validating coupon. SM&FB will provide the necessary information to the FCO for those exempt permits they issue. For exempt permits issued by the Directorates, the Directorate Parking Coordinator (DPC) will furnish the information to the FCO via SM&FB. It is anticipated that SM&FB will only require permit data for a single fiscal year and that when new permits for subsequent years are issued, a separate file will be created. (U)

5. Listed below are the objectives and OL requirements for computer support to meet those objectives: (U)

a. Objective #1 - Collect parking fees. No computer support is required. (U)

SUBJECT: Requirements for ODP Support - Paid Parking Program (U)

b. Objective #2 - Ensure each month that the fee for each registered permit for which a fee is due is collected or that the permit is revoked. (U)

Proposed Procedure

(1) Space Maintenance and Facilities Branch (SM&FB), LSD/OL, will provide each Directorate Parking Coordinator (DPC) with a computer-generated report of its registered permits with an outstanding fee (attachment C). The DPC will advise the concerned employees that the fee must be paid or the permit turned in. (U)

(2) The computer-generated report will be furnished by the FCO to SM&FB as soon as possible after the last work day of each month. The purpose of this report is to ensure that a fee is collected or that the permit is revoked as required in FPMR TEMPORARY Reg. D-65, paragraph 12a(2). This report is classified confidential under A9c5.2, 20 years, Warning Notice required. (U)

c. Objective #3 - Maintain an accounting system which will satisfy audit requirements for the funds collected. Initially, no computer support is required. A discussion paper on possible computer support will be submitted to ODP by 1 August 1980. (U)

d. Objective #4 - Collect the necessary information to satisfy both internal and external reporting requirements. (U)

Proposed Procedure

The FCO will record permit information and query the data base to satisfy all reporting requirements:

(1) Internal Reports -

(a) Offline report by Directorate and building of permits not registered with the FCO (attachment D). Prior to generating the offline report, the FCO will query the data base to determine if the report is necessary. The purpose of this report is to identify unused permits which may be reallocated to other Directorates or employees. This report is to be classified confidential under A9c5.1B, 20 years. (U)

~~CONFIDENTIAL~~

SUBJECT: Requirements for ODP Support - Paid Parking Program (U)

(2) The computer-generated report will be furnished by the FCO to SM&FB as soon as possible after the last work day of each month. The purpose of this report is to ensure that a fee is collected or that the permit is revoked as required in FPMR TEMPORARY Reg. D-65, paragraph 12a(2). This report is classified confidential under A9C5.2, 20 years, Warning Notice required. (U)

c. Objective #3. Maintain an accounting system which will satisfy audit requirements for the funds collected. Initially, no computer support is required. A discussion paper on possible computer support will be submitted to ODP by 1 August 1980. (U)

d. Objective #4. Collect the necessary information to satisfy both internal and external reporting requirements. (U)

Proposed Procedure

The FCO will record permit information and query the data base to satisfy all reporting requirements: (U)

(1) Internal Reports -

(a) Offline report by Directorate and building of permits not registered with the FCO (attachment D). Prior to generating the offline report, the FCO will query the data base to determine if the report is necessary. The purpose of this report is to identify unused permits which may be reallocated to other Directorates or employees. This report is to be classified confidential under A9c5.1B, 20 years. (U)

(b) Offline summary Report sorted by building of the fiscal year to date (FYTD) status (attachment E). The purpose of this report is to provide management with an overview of the program's progress for the month. This report is to be classified Confidential under A9c5.1B, 20 years. (U)

(c) Offline list of registered permits alphabetical by individual name (attachment F). The purpose of this report is to provide SM&FB with the means to determine whether an individual has been issued more than one type permit or is listed as a participant in more than one carpool or vanpool. This report is to be classified confidential under A9c5.2, 20 years, Warning Notice required. (U)

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SUBJECT: Requirements for ODP Support - Paid Parking Program (U)

External Report

(d) Report to OMB on effects of Federal paid-parking program as defined in OMB Circular No. A-118. Information for this report will be compiled using the past 12 months permit issue experience. The report would include the number of official, visitor, and employees spaces provided. Average carpool/vanpool occupancy; assistance provided for carpool and vanpool matching among employees. (U)

(2) Queries -

(a) Query by building parking area to display the totals of each type permit that has not been registered. The purpose of this query is to assist SM&FB in determining the usage of each parking area. (U)

(b) Query by SURNAME displaying the permit number issued and office extension. The purpose of this query is to assist an employee who has lost their permit, or had it stolen and cannot remember the permit number. (U)

(c) Query by permit number displaying the basic permit record. The purpose of this query is to assist SM&FB in identifying and contacting a person whose permit was found and turned in to SM&FB. (U)

(d) Query by validating coupon serial number and month displaying the basic permit record contained in the data base. The purpose of this report is to assist SM&FB in identifying and contacting a person whose validating coupon was found and turned in to SM&FB. (U)

e. Objective #5 - Implement an effective system for carpool and vanpool matching among employees. (U)

Proposed Procedure

(1) Employees who wish to participate in a carpool or vanpool matching system must furnish the carpool locator grid

~~CONFIDENTIAL~~

SUBJECT: Requirements for ODP Support - Paid Parking Program (U)

number which corresponds to where they live. The grid number may be obtained from the carpool locator maps posted in Agency-occupied buildings. Employees will furnish the grid number by filling out the appropriate block on the data collection form. (U)

(2) An employee who is looking for another person(s) to participate in a carpool or vanpool will request a listing of contacts from SM&FB (attachment G). SM&FB will query the system based on the building worked in and grid number to determine if a report would be meaningful. If an offline report is warranted, a report will be generated. In order for a contact to be listed there must be a matching grid number in the data base associated with the contact. To annotate contacts jointly registered with the same carpool/vanpool permit and to maintain the listing as unclassified, the system will generate and report a unique number for each permit which satisfies the selection criteria. For permits jointly registered (carpool/vanpool) to individuals who supply a grid number and others who do not wish to participate by not providing a grid number, only those contacts with a matching grid number will be listed. (U)

(3) Upon receipt of the listing, it is the requestor's responsibility to contact individuals on the list. The listing will give the first name, last name - initial, and office telephone extension. The purpose of this matching system is to encourage employees to form carpools and vanpools. The listing provided to employees is unclassified. (U)



(C)

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Atts.

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OL/P&PS  (8 Jul 80)

25X1

7/11/80

PROGRESS ON PAID-PARKING PROGRAM

1. Space at the Headquarters Building for the Fees Collection Office has been identified and construction drawings are due to GSA the week of 14 July 1980. The Fees Collection Office will be located in the South Cafeteria Concourse.
2. Job descriptions have been written for five positions in the Fees Collection Office. OP is actively seeking individuals to fill these positions. The individuals hired will be responsible for collecting fees and accounting for fees paid.
3. Proposed accounting procedures have been developed for the funds collected. OF has sent the Comptroller, OL/B&F, and the Audit staffs copies of the proposed procedures for their concurrence.
4. In coordination with the ODP representative on the Task Force, firm requirements for computer support have been developed. ODP is presently reviewing these requirements for implementation.
5. The first printing request (North Lot Permits) for new parking permits and validating coupons was submitted to P&PD on 2 July 1980.

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing TABN

DATE	SCHED. TIME	ACTUAL TIME	COMMENTS
3-27-80	0715	0712	SHUTTLE LEFT 3 MINUTES EARLY AND DID NOT CIRCLE COMPOUND AS IS USUAL FOR 0715 BUS. 0730 BUS DID NOT SHOW-UP AT ALL & 0745 BUS WAS FIVE MINUTES LATE (STANDING ROOM ONLY FOR TRIP TO ROSSLYN.)
4-27-80	0730	CANCELLED	NO 0730 SHUTTLE. (NEXT BUS TO ARRIVE - 0745 - WAS FILLED TO CAPACITY WITH STANDING ROOM ONLY)
5-28-80	0730	CANCELLED	0715 BUS SHOWED UP AT 0722. NO BUS SHOWED FOR 0730 - 0745 BUS WAS FILLED WITH STANDBEES CROWDED FROM FRONT LINE TO REAR
4-4-80	0730	0725	SHUTTLE LEFT 5 MINUTES EARLY
4-9-80	0730	CANCELLED	NO 0730 SHUTTLE (NEXT BUS 0745)
4-30-80	0730	CANCELLED	0745 BUS. STANDING ROOM ONLY AND ARRIVED LATE WITH MECHANICAL PROBLEMS
6-10-80	0730	DID NOT SHOW	0745 (WITH STANDING ROOM PACKED TO FRONT DOOR MADE ONE PA AT ALL STEPS & HEADED FOR FRONT GATE. APPEARED THAT CTE DIRECTED BUS BUS PREEMPTED 0730 HQ TO ROSSLYN BUS
Jun 13, 80	0830 0850	DID NOT SHOW 0900	SHUTTLE FROM KEY TO HQS
6-16-80	0730	DID NOT SHOW	0745 (STANDING ROOM ONLY) HQ to ROSSLYN
6-17-80	0730	NO SHOW	0745 (TURNED AWAY PASSENGERS AT FRONT ENTRANCE - THEY WERE TOLD TO GET NEXT BUS) HQ to ROSSLYN
Jun 17 80	0830 0850	NO SHOW 0900	SHUTTLE FROM KEY TO HQS ARRIVED HQS AT 0920 FOR AN 0900 MEETING
	0730	NO SHOW	0745 - ARRIVED 5 MIN LATE - STANDING ROOM ONLY HQ to ROSSLYN

114 JUL 1980

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]
Plans and Programs Staff, OL

SUBJECT: Agency Paid-Parking Program

REFERENCE: Memo to D/L fm [REDACTED] dtd 13 Jun 80,
same subj. (OL 0 2524)

1. The following is provided in response to your request for additional information on certain issues raised in the referenced memorandum:

a. Based on information provided by each Directorate there are approximately 534 shiftworkers at the Headquarters Building. LSD has reviewed shiftworker parking space requirements and feels that with the different shifts involved, 255 spaces should be sufficient. Listed below are the proposed locations of these spaces. Your approval of this proposal should settle the question of parking spaces for shiftworkers.

(1) 54 spaces in the North Lot, L lane,
which could be expanded to 104 spaces if needed.

(2) 129 spaces in South Lot, I and J lanes.

(3) 72 spaces in North A Visitors lanes that shiftworkers who work between 1400 hours and 0830 hours would be allowed to use.

b. Regarding the question of allocating no more than 10 percent of the available parking spaces to executives and persons assigned unusual hours, there are 5,273 parking spaces at Headquarters. Ten percent of this figure is 527 spaces which should be sufficient. After further analysis of the OMB Circular, the Task Force interprets the OMB reference to "persons assigned unusual hours" to include executive office staff and others who seldom work a normal 8-hour day; shiftworkers should not be included in this category. (C)

OL 0 3121

25X1

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

SUBJECT: Agency Paid-Parking Program

c. We are implementing your suggestion that employees who must occasionally drive register with the Fees Collection Office instead of positioning a person at the lot to register the cars. (U)

d. Cover problems associated with accepting checks for parking fees were discussed with Homer Simons, Plans and Systems Staff, Office of Finance, on 3 July 1980. It was decided that acceptance of checks can be handled under existing Finance procedures, but it will mean an increased workload. (C)

2. I would like your advice on a question that has arisen. Can someone who rides in a carpool or vanpool, but must drive one week a month because they must stay late to pull office security duty, use the daily lot? (U)

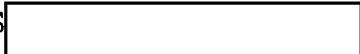


(C)

25X1

Distribution:

Orig - Addressee
1 - OL Reader
1 - P&PS/OL (Official)
1 - P&PS/OL (Chrono)

OL/P&PS  (9 July 1980)

25X1

13 JUN 1980

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]
Plans and Programs Staff, OL

SUBJECT: Agency Paid-Parking Program (U)

During my discussions with the Pentagon, Logistics Services Division, et al, and studying the OMB Bulletin and the implementing FPMR on paid-parking, the following issues have arisen: (U)

1. What degree of control over the paid-parking program does management wish to retain? [REDACTED] envisioned hiring someone who has the qualifications to assume responsibility to manage all aspects of the paid-parking program. LSD would only become involved when a major policy decision arose. Both the Chief and Deputy Chief, LSD feel that LSD should still be involved in the day-to-day management of parking matters. They would continue to do what they are presently doing, managing carpool allocation, interfacing with the component parking coordinators, etc. (U)

Agree
John
Recommendation - Based on my review of the Pentagon program, internal memoranda on the subject, and the experience of LSD on parking matters, I would recommend that LSD retain management control. The individuals hired would be responsible for the collection of data and money, for reporting statistics, and for accounting of funds, all under the supervision of LSD. (U)

2. Charges and facilities for Daily Parking - It is my understanding that the Agency does not plan to charge employees who must occasionally drive to work. I have been unable to find any specific mention of this subject in the implementing regulation, but I am aware of two

OL 0 2524

ILLEGIB

SUBJECT: Agency Paid-Parking Program

Agencies, DOD and the Department of Commerce, that charge a daily parking fee. I believe that the intent of the Federal Paid-Parking Policy is to discourage the individual employee from driving to work. Allowing Agency employees to occasionally park free would be difficult to control (who decides what is a valid reason) and possibly subject the Agency to criticism from other Government Agencies and the public. (U)

*Agencies from various
agencies that make decisions
on whether or not to issue
free and area for parking*

Recommendation - I recommend that employees who must occasionally drive be charged a daily fee for parking. I also recommend that an area in the West Parking lot be designated as a daily lot and an individual be hired and positioned at this lot to collect the fee. (U)

3. Assignment of Parking Spaces to shiftworkers at Headquarters - Presently shiftworkers are assigned lane permits by their components. Shiftworkers are supposed to park in the West lot if the lane they are assigned is full. In fact, shiftworkers are parking in any empty space they can find, creating quite a few problems for LSD. (U)

*See
before deciding on
this how many
shift workers do
we have. Believe a
lot was generated
by workers by component*

Recommendation - To encourage shiftworkers (who are exempt from paying for parking) to form carpools, I recommend that designated areas that are not too attractive be set aside for shiftworkers. However, shiftworkers who form carpools would be given a preferred (exempt) parking space. The Pentagon has had success with this policy. For your information, LSD basically agrees with this recommendation, but they have had problems in the past where shiftworkers (especially women) who park in West lot complain about walking to the building in the dark. (U)

4. Enforcement of Parking Rules - Based on my conversations with LSD, the FPO's are not enforcing the present parking rules. The Captain of the FPO's at Headquarters is aware of this and feels that he does not have sufficient personnel to enforce the rules. The Pentagon found that when the parking rules weren't enforced, the purchase of the monthly coupons decreased from 6700 coupons to 4100. The Pentagon wrote the Administrator of GSA reporting this fact and requested GSA assistance. GSA now regularly dispatches a task force of FPO's to enforce the parking rules at the Pentagon. The FPO force issues approximately 150 to 200 tickets a day. (U)

SUBJECT: Agency Paid-Parking Program

Agree
Recommendation - It is recommended that the Agency be prepared to request GSA assistance once paid-parking is implemented. (U)

5. Cancellation of Parking Permits if the fee is not Paid - The implementing FPMR states that the Agencies must ensure that a fee is collected for each permit issued to an employee or that the permit is revoked. (U)

*on schedule
regional com don
supervisors cannot
with com
payments make
retire and return
to 450 or reassign new person*
Recommendation - In order to meet this requirement, LSD should have the authority to revoke any permit if payment is not made by the appropriate date. Employees would have to submit a new application for a parking permit and wait their turn if a permit is not available. (U)

6. Assignment of Space to Executives and persons assigned unusual hours - Paragraph 8a(2) of FPMR temporary Regulation D-65 states: No more than 10 percent of the total spaces available for employee parking at each facility (excluding the spaces assigned to severely handicapped employees) to executive personnel and/or persons who are assigned unusual hours. The Agency presently allocates 10% of the available spaces to executives, but parking spaces for shiftworkers presently are not under any allocation restrictions. To implement this requirement would mean a reduction in spaces available for executives and shiftworkers. The Pentagon is attempting to abide by this requirement, but presently issues about 22% of the spaces available to executives and shiftworkers. The Agency percentage is approximately 20 percent. (U)

*Agree. Let's
go with 450
or 500 allocated
to executives*
Recommendation - I recommend that we bring the percentage down to the required 10 percent over a two-three year period. Hopefully, once paid-parking is implemented at Headquarters, more executives and shiftworkers will join carpools thereby reducing the demands for individual permits. (U)

7. Payment of Parking Fee by Cash versus Check - The Pentagon does not allow payment of the parking fee by check. They feel that there were just too many problems involved with handling personal checks. (U)

SUBJECT: Agency Paid-Parking Program

Recommendation - It is recommended that employees be required to pay their parking fee in cash only. Accepting checks would create the following problems:

- a. Accepting payment by check would slow down the processing time because the teller would be required to verify the accuracy and completeness of the information on the check. (U)
- b. The teller would have to take ^{with request checks and parking info slip made} ~~cash in advance~~ employees cover into account. (U)
- c. Who would be responsible for collecting on bad checks? Under the present Finance system, bad checks are returned for collection to the office which accepted the check. This would mean that the collection office of LSD would be held responsible for collecting bad debts. (U)
- d. The problem of collecting a bad check would be compounded if the check is from a GSA employee, military assignee, or a contractor. (U)



25X1

11 JUL 1980

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]
Plans and Programs Staff, OL

25X1

SUBJECT: Agency Paid-Parking Program

REFERENCE:

Memo to D/L [REDACTED] dtd 13 Jun 80,
same subj. (OL 0 2524)

25X1

1. The following is provided in response to your request for additional information on certain issues raised in the referenced memorandum:

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ILLEGIB

OL 0 3121

SUBJECT: Agency Paid-Parking Program

c. We are implementing your suggestion that employees who must occasionally drive register with the Fees Collection Office instead of positioning a person at the lot to register the cars. (U)

d. Cover problems associated with accepting checks for parking fees were discussed with [REDACTED] Plans and Systems Staff, Office of Finance, on 3 July 1980. It was decided that acceptance of checks can be handled under existing Finance procedures, but it will mean an increased workload. (C)

25X1

2. I would like your advice on a question that has arisen. Can someone who rides in a carpool or vanpool, but must drive one week a month because they must stay late to pull office security duty, use the daily lot? (U)



25X1

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

REFERENCE

ATTACHMENT

Form 163a
8-66

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

25X1

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

14 JUL 1980

MEMORANDUM FOR: Director of Logistics

FROM:

Chief, Logistics Services Division, OL

SUBJECT: Agency Shuttle Bus Service

REFERENCE: Note for D/L from C/ISS, dated 25 June 1980, Same Subject (ISS-80-451)

Mr. McDonald,

1. The LSD TVA calls for ten buses. However, we currently have only nine on hand, and one of these requires almost constant repair to keep it operational. Of the eight "serviceable" buses on hand, six meet the criteria for disposal. We have always had a replacement program but our efforts have been somewhat frustrated over the years by continued budget cuts and exceptionally long procurement lead-times. An example, we have had two buses on order through GSA since January 1978, and despite continued follow-up by IDSB/SD we do not expect delivery until this fall. We also submitted a requisition in April of this year for a third replacement bus. I am working with the C/PD/OL in hopes of developing other channels and sources that will be more responsive.

2. I have reviewed the attachment to Tom White's memorandum and certainly sympathize with the complaints in general. There is no excuse for leaving early but I would hope our customers would not condemn us for being five minutes late, especially when traffic is often the cause. In any event, I have thoroughly impressed our drivers with the need to keep the schedule as much as is humanly possible. Insofar as the 0730 run is concerned, I will do all I can to avoid cancellation. However, this action will still be required on occasion until we receive our two replacement buses.

3. An additional step that I took in reviewing the reference was to have some members of the Space Maintenance and Facilities Branch conduct a passenger traffic survey of the 0730 and 0745 shuttle runs on 7 and 8 July 1980.

OL 0 10,076

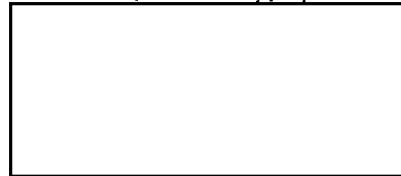
SUBJECT: Agency Shuttle Bus Service

Following are the results:

	<u>7 July</u>	<u>8 July</u>	<u>TOTAL</u>
a. Persons coming direct from the West Parking Lot to the bus stop at P&PD.	77	85	162
b. From other parking lots or ostensibly headquarters to the P&PD stop.	20	5	25
c. From commercial buses or POV.	13	23	36
		GRAND TOTAL	<u>223</u>

These figures leave little room for interpretation and one can easily conclude that a very large percentage of our employees are using the 0730 and 0745 shuttle runs for personal transportation to work.

4. Possibly the headquarters notice citing the current schedule and the disclaimer will discourage use of the shuttle for personal reasons but I doubt it. I would appreciate discussing the subject in general with you at your convenience.



STAT

Att
Ref

14 JUL 1980

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]
Chief, Logistics Services Division, OL

SUBJECT: Agency Shuttle Bus Service

REFERENCE: Note for D/L from C/ISS, dated 25 June
1980, Same Subject (ISS-80-451)

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STAT

Att
Ref

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

ATTACHMENT

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

EYES ONLY

ISS 80-451

25 JUN 1980

NOTE FOR: Director of Logistics
FROM: Thomas H. White
Chief, Information Services Staff
SUBJECT: Agency Shuttle Bus Service

Jim:

Attached is a copy of the problems encountered with the shuttle which I mentioned to you yesterday. It does indicate that there has been more than one occasion in the past six months where shuttles have failed to make their appointed rounds.


Thomas H. White

Attachment

EYES ONLY

CONFIDENTIAL

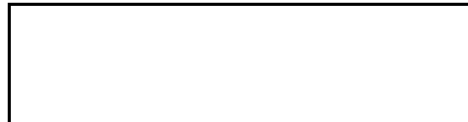
SUBJECT: Agency Paid-Parking Program

Recommendation - It is recommended that employees be required to pay their parking fee in cash only. Accepting checks would create the following problems:

- a. Accepting payment by check would slow down the processing time because the teller would be required to verify the accuracy and completeness of the information on the check. (U) *Could Request checks and parking info slip made*
- b. The teller would have to take employees cover into account. (U) *but in advance with Employee extension info. on check.*
- c. Who would be responsible for collecting on bad checks? Under the present Finance system, bad checks are returned for collection to the office which accepted the check. This would mean that the collection office of LSD would be held responsible for collecting bad debts. (U)
- d. The problem of collecting a bad check would be compounded if the check is from a GSA employee, military assignee, or a contractor. (U)

*Not too
sure I agree
with this. We
ought to make provision
with OF to handle
cover program*

*→ Rose Parking
permit unless made good.*



25X1

CONFIDENTIAL

ADMINISTRATIVE-INTERNAL USE ONLY

15 July 1980

STAT MEMORANDUM FOR: [REDACTED]
Plans and Programs Staff/OL

THROUGH: Audit Staff/OIG

STAT FROM: [REDACTED]
AD/P&P/OF

SUBJECT: Agency Paid Parking Program

REFERENCE: AD/PP 74-80, dtd 5/30/80, Same Subject

This responds to your 3 June 1980 request that the proposed manual accounting procedures, generally outlined by reference, be amplified and that proposed forms be provided.

Parking Fee Collection Office

A centrally located office unit will be responsible for collection of parking fees, cash custody and control, issue of coupons, accountability for cash and coupons, vouchering and transfer of proceeds for daily deposit, reporting on daily transactions, and maintenance of records as necessary for post-audit purposes.

Parking Fee Collection Procedures

- Advance of Change Funds (Request form attached) - Each cashier will obtain a continuing advance (approximately \$20), charged to an advance account. This will be used for change making purposes.
- Certification for Coupons - The parking fee collection office supervisor will provide written acknowledgement of receipt of each coupon printing run, indicating total quantity and serial numbers by month. The supervisor will also provide written certification, again by serial numbers, at month-end of coupons used and/or destroyed with signatures of two witnesses to any coupon destruction. (See attachments 1 and 2.)
- Application for Coupon - Each individual purchasing a coupon will complete a parking record/receipt (attachment 3) entering permit number, name, room number, telephone extension, signature. Purchaser will submit form to cashier with fee payment.

ADMINISTRATIVE-INTERNAL USE ONLY

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

SUBJECT: Agency Paid Parking Program

- Verification of Permit/Fee - Cashier will verify validity of permit number and other information on application for coupon against master parking permit data listing and count fee payment. In event of any discrepancy, purchasers will be referred by cashier to parking fee collection office supervisor before transaction is completed.
- Completion of Application Transaction - Cashier will stamp application with date/time, cite coupon serial number/month, write initials, collect fee and issue coupon to purchaser with application copy. Application original will be held for office file and copy will be deposited with fee in cash box.
- Entry of Coupon Data - Cashier will annotate parking permit data listing for coupon serial number/month after each coupon issue.
- Interim Workday Coupon Allotment/Cash Turn-In - Cashiers and supervisor will sign interim chits (see attachment 4) to evidence coupon/cash transfer of accountability. Cashiers and supervisor each will retain a copy of the chit pending daily reconciliation at close of business.
- Reconciliation of Cash/Coupons - Cashiers and supervisor will complete daily control reports (see attachments 5 and 6) at close of business to verify and reconcile accuracy of cash/coupon transactions. Copies will accompany daily voucher and also be retained in office.
- Disposition of Cash Overage/Shortage - Report of any cash over/short revealed by daily reconciliation will be made to OL/LSD on day they occur for appropriate action (see HHB 30-1 paras 77 and 78). Overages will be vouchered and deposited separately from other proceeds credited. Shortages will be vouchered with other proceeds credited with charge to advance A/C of cashier pending approval either to hold liable or write-off to cost.
- Resolution of Coupon/Other Discrepancies - Report of discrepancies in coupon serial numbers or other differences revealed by daily transactions will be made to OL/LSD on day they occur for appropriate management action or direction.
- Transfer of Cash for Deposit - Daily, supervisor will sign receipt (see attachment 7) for total cash collected and certify voucher (see attachment 8) with entries to charge cash A/C (or advance A/C if required) and contra to deferred credit A/C. Voucher, with cash, will be turned in to OF/Monetary Disbursing office, supported by original of attachments 7 plus copies of attachments 6, 5, 4 and 3, in exchange for an OF/Monetary cash receipt (see attachment 9). Special coding indicators for voucher entries will be established by OL with OF guidance.

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Agency Paid Parking Program

- Reports for Management - Monthly, parking fee collection office will prepare summary for OL to include total amounts collectable (for parking space permits issued) and actually collected (for coupons sold) by building and summarize cumulative totals by quarter and at FY end. Also monthly, delinquent payors will be identified to OL by permit, name and component for action either to collect or to withdraw permits.
- Retention of Documentation for Audit - Pending periodic audit, office will retain copies of advance vouchers (for change funds/any shortages), certifications (for coupon receipt/use/destruction), record/receipts (for coupons sold), interim chits (for intra-office daily coupon/cash transfers), daily control report sheets (for cash/coupon reconciliation), discrepancy reports (for cash overages/shortages and other), deposit vouchers and receipts (for daily collections) and management reports to collection transactions.

STAT

ADMINISTRATIVE-INTERNAL USE ONLY

114 JUL 1980

MEMORANDUM FOR: Director of Logistics

FROM: [REDACTED] (C)
Plans and Programs Staff, OL

SUBJECT: Agency Paid-Parking Program

REFERENCE: Memo to D/I [REDACTED] dtd 13 Jun 80,
same subj. (OL 0 2524)

1. The following is provided in response to your request for additional information on certain issues raised in the referenced memorandum:

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OL 0 3121

SUBJECT: Agency Paid-Parking Program

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25X1

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[redacted] (C)

25X1

Distribution:

Orig - Addressee

1 - OL Reader

1 - P&PS/OL (Official)

1 - P&PS/OL (Chrono)

OL/P&PS [redacted] (9 July 1980)

25X1

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

REFERENCE

Form 163a
8-66

ATTACHMENT

Approved For Release 2005/04/26 : CIA-RDP85-00988R000100140002-5

CONFIDENTIAL

13 JUN 1960

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED] (C)

Plans and Programs Staff, OL

25X1

SUBJECT: Agency Paid-Parking Program (U)

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25X1

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Agree
J. J.
Recommendation - Based on my review of the Pentagon program, internal memoranda on the subject, and the experience of LSD on parking matters, I would recommend that LSD retain management control. The individuals hired would be responsible for the collection of data and money, for reporting statistics, and for accounting of funds, all under the supervision of LSD. (U)

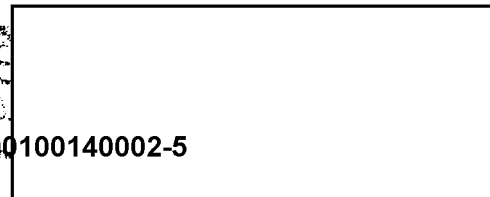
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OL 0 2524



CONFIDENTIAL



SUBJECT: Agency Paid-Parking Program

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Agree, however suggest that individual agencies can with parking lot and area be patrolled

Recommendation - I recommend that employees who must occasionally drive be charged a daily fee for parking. I also recommend that an area in the West Parking lot be designated as a daily lot and an individual be hired and positioned at this lot to collect the fee. (U)

3. Assignment of Parking Spaces to shiftworkers at Headquarters - Presently shiftworkers are assigned lane permits by their components. Shiftworkers are supposed to park in the West lot if the lane they are assigned is full. In fact, shiftworkers are parking in any empty space they can find, creating quite a few problems for LSD. (U)

Bill - Before deciding on this how many shift worker's do we have. Believe a lot was guaranteed by contract by component

Recommendation - To encourage shiftworkers (who are exempt from paying for parking) to form carpools, I recommend that designated areas that are not too attractive be set aside for shiftworkers. However, shiftworkers who form carpools would be given a preferred (exempt) parking space. The Pentagon has had success with this policy. For your information, LSD basically agrees with this recommendation, but they have had problems in the past where shiftworkers (especially women) who park in West lot complain about walking to the building in the dark. (U)

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~~CONFIDENTIAL~~

SUBJECT: Agency Paid-Parking Program

Agree

Recommendation - It is recommended that the Agency be prepared to request GSA assistance once paid-parking is implemented. (U)

5. Cancellation of Parking Permits if the fee is not Paid - The implementing FPMR states that the Agencies must ensure that a fee is collected for each permit issued to an employee or that the permit is revoked. (U)

*or suitable explanation
Component is not
forthcoming
Components must
submit and return
to LSD or recommend new person*

Recommendation - In order to meet this requirement, LSD should have the authority to revoke any permit if payment is not made by the appropriate date. Employees would have to submit a new application for a parking permit and wait their turn if a permit is not available. (U)

6. Assignment of Space to Executives and persons assigned unusual hours - Paragraph 8a(2) of FPMR temporary Regulation D-65 states: No more than 10 percent of the total spaces available for employee parking at each facility (excluding the spaces assigned to severely handicapped employees) to executive personnel and/or persons who are assigned unusual hours. The Agency presently allocates 10% of the available spaces to executives, but parking spaces for shiftworkers presently are not under any allocation restrictions. To implement this requirement would mean a reduction in spaces available for executives and shiftworkers. The Pentagon is attempting to abide by this requirement, but presently issues about 22% of the spaces available to executives and shiftworkers. The Agency percentage is approximately 20 percent. (U)

*Agree. Let's
get with LSD
on SG allocation
to Director*

Recommendation - I recommend that we bring the percentage down to the required 10 percent over a two-three year period. Hopefully, once paid-parking is implemented at Headquarters, more executives and shiftworkers will join carpools thereby reducing the demands for individual permits. (U)

7. Payment of Parking Fee by Cash versus Check - The Pentagon does not allow payment of the parking fee by check. They feel that there were just too many problems involved with handling personal checks. (U)

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~~CONFIDENTIAL~~

117 JUL 1980

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]
Plans and Programs Staff, OL

SUBJECT: Meeting with Office of Security on
Enforcement of Parking Regulations (U)

REFERENCE: Memo to D/OS, fm D/L dtd 3 Jul 80, same
subj: (OL 0 3031)

1. A meeting was held with the Office of Security on 14 July 1980 to discuss the enforcement of parking regulations at Headquarters once paid-parking is implemented. The following individuals attended the meeting:

[REDACTED] Chief, Physical Security Division, OS
[REDACTED] Headquarters Security Branch, PSD, OS (C)
[REDACTED] Chief, LSD, OL (U)
- Chief, SM&FB, LSD, OL (C)
P&PS/OL (C)

2. [REDACTED] was given a briefing on the procedures being established to collect parking fees and to notify the Directorates of employees who have not paid a fee. At the conclusion of the briefing, both Messrs. [REDACTED] stated that the present Federal Protective Office complement is insufficient to take on any increase enforcement duties of the parking regulations. Presently, the FPO's do not patrol the West Parking lot which has 2,108 parking spaces. The use of the FPO task force established by GSA to enforce parking regulations at any Federal Agency which requests them was discussed in some detail. [REDACTED] was not in favor of using the GSA task force because the FPO's, who would not be cleared, would have ready access to employees' license plate numbers and other information on employees. [REDACTED] discussed using meter maids or other personnel to enforce parking regulations. The OL representatives felt that the use of meter maids was

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

~~CONFIDENTIAL~~

OL 0 3274

[REDACTED]

~~CONFIDENTIAL~~

SUBJECT: Meeting with Office of Security on Enforcement of
Parking Regulations (U)

a feasible alternative to using the FPO's if the meter maids could be given the authority to write tickets. The OL representatives did not feel that using a staff or contract employee should be considered. (C)

3. At the conclusion of the meeting, the following points were agreed upon:

(a) Security will advise the D/L that the present FPO complement is insufficient to take on any increased enforcement duties and that Security is not in favor of calling in the FPO task force to enforce Agency parking. (U)

(b) OL will provide Security with written details of the paid-parking program. (U)

(c) OL will contact OGC to find out under what authority GSA can ticket an individual for not paying a parking fee, and who has the authority to ticket an individual on Federal property. (U)

(d) OL will contact other Intelligence Agencies to find out how they are handling enforcement of parking regulations. (U)

(e) The Office of Security will study other alternatives available to enforce parking regulations, and a meeting with OL will be scheduled during the week of 21 July 1980 to discuss any alternatives that OS deems feasible. (U)

cc: C/LSD
C/PSD
C/HSB
C/SM&FB



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~~CONFIDENTIAL~~

CONFIDENTIAL

117 JUL 1980

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CONFIDENTIAL

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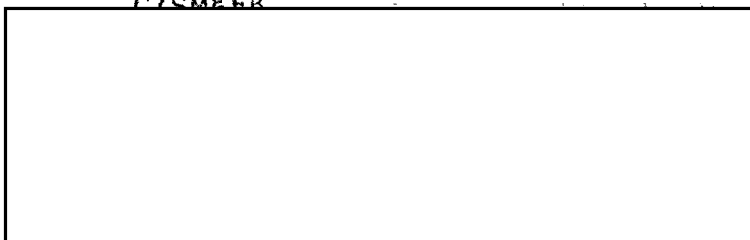
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(C)

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cc: C/LSD
C/PSD
C/HSB
C/SM&ER



~~CONFIDENTIAL~~

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employees unable to operate a car portation, and as a result of a permanent impairment (e.g., the blind) and are driven to their place of employment by someone else, shall receive a parking space assignment without charge. Individuals who temporarily qualify for a handicapped parking space (e.g., due to a strained back, during convalescence from an illness or a broken leg) are not exempt.

(5) Visitors parking.

7. OMB has established the following priorities for the assignment of parking spaces based on the shortest walking distance to work areas:

- (1) Official vehicles used during the day.
- (2) Handicapped employees.
- (3) Ten percent of the total available spaces to executive personnel and/or persons who are assigned unusual hours.
- (4) Vanpools
- (5) Carpools with four or more occupants
- (6) Other carpools
- (7) Space permitting, single-occupant cars.

8. Employees will be informed of the exact rates established by GSA as soon as the Agency is notified of the rates.

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OBJECTIVE AND ACTION PLAN

[illegible]

Next 1 Page(s) In Document Exempt

21 JUL 1980

MEMORANDUM FOR: DDA ADP Control Officer

FROM:

[REDACTED]
ADP Control Officer, OL

SUBJECT: Priority Installation of Delta Data Terminals
in Support of The Agency Paid Parking System

1. We are requesting that you assign the highest priority possible to our request for installation of two Delta Data Terminals and one attached printer at the South Cafeteria Entrance. These devices are in support of the DDA requirement to develop a paid parking system by 1 October 1980.

2. The terminals are being procured by the Office of Logistics. The printer is to be provided by ODP. Installation is required by 15 September 1980.

Attachments:

- A. ADP Terminal Requests
- B. Floor Plan for South Cafeteria
- C. Form 88

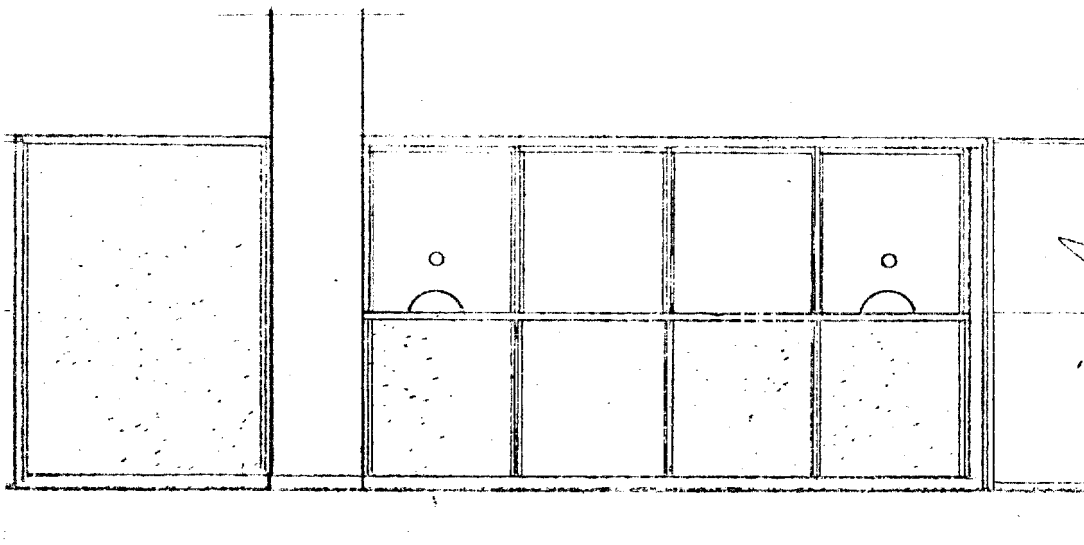
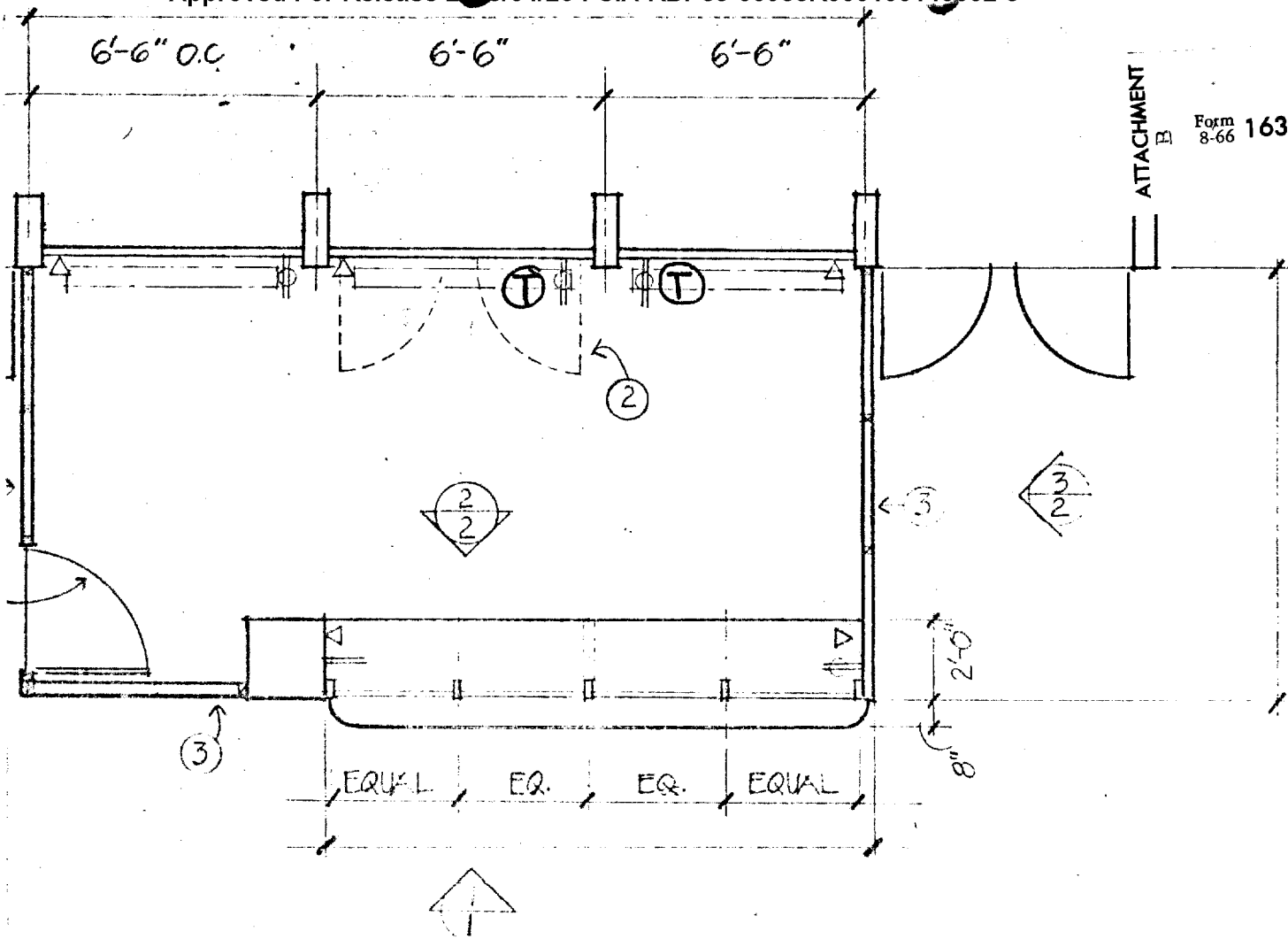
Distribution:

Original - Addressee w/atts
1 - P&PS/OL w/atts
1 - SAB Official w/atts
1 - SAB Chrono wo/atts
1 - EO/Chrono wo/atts
1 - OL Reader wo/atts

OL 0 3298

OL/EO/SAB/ [REDACTED] (18 Jul 80)

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SOUTH
CAFETERIA
ENTRANCE

ELEVATION

SCALE 1/4" = 1'-0"

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STAT

DRAFT [] 7/18/80

LOGISTICS

[]
July 1980

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PAID PARKING

No Field Counterpart

1. Office of Management and Budget Circular No. A-118 requires each agency to charge a fee for employee use of Government-owned or leased parking facilities where the rate, as determined by the Administrator of the General Services Administration (GSA) is \$10 or more a month. The Circular states that the Administrator of GSA shall determine the rate to be charged using generally accepted appraisal techniques. The rate shall approximate the prevailing value of comparable commercial property in the vicinity. The rate basis will be the fair rental value of such property as used in calculating Standard Lever User Charges [SLUC].

2. The Agency has reviewed the Fiscal Year 1981 SLUC Estimate for the Headquarters Building and the rental value of each inside parking space at the Headquarters Building is \$15.75 per month and \$11.50 per month for each outside parking space. The Agency is awaiting GSA confirmation of these rates.

4. Per the OMB Circular, the charges to be collected through September 30, 1981, shall be 50 percent of the full rate or if the full rate is calculated to be between \$10 and \$19.99, the monthly charge shall be \$10 through September 30, 1981.

The full rate shall be collected after October 1, 1981. The only rate distinction made by GSA is between inside and outside parking, therefore, there will be a single fee structure for outside parking and a single fee structure for inside parking regardless of the location of the parking space.

4. In anticipation of being required to charge employees for parking at the Headquarters Complex this October a task force was established to develop procedures for the collection of fees and to ensure that fees are collected. The procedures are as follows:

(a) The allocation of parking permits will be handled as they presently are, i.e., the Office of Logistics issues carpool, vanpool, and handicapped parking permits; the Directorates issue reserve, shift, and General parking permits.

(b) A Fees Collection office will be located in the South Cafeteria Concourse and staffed by part-time employees who will be paid out of the funds collected. The Fees Collection Office will sell monthly coupons which must be affixed to the parking permits. Employees may purchase coupons for two months if they desire. To purchase a coupon(s), employees must present a completed form to the Fees Collection office. One copy of the form will be initialed by the teller collecting the fee and given to the employee as proof of payment.

(c) Each month, the Directorates will be provided a listing of parking permits for which a fee has not been

paid. The Directorates will be responsible for ensuring that the fee is collected or that the parking permit is revoked.

(d) A designated area in the West Parking lot will be set up for personnel who normally participate in a carpool, vanpool, or use public transportation but must occasionally drive their own vehicle. Personnel will be required to register the make, model and tag number of their vehicle with the Fees Collection Office. There will be no fee charged for the use of this area in the West Parking lot, but use of this lot will be closely monitored.

5. OMB states that fees collected shall be applied towards parking management costs and the Standard Level User Charges paid by using agencies to GSA. Any amount recovered in excess of direct costs and SLUC charges shall be credited to the Treasury.

6. The GSA implementing regulation provides for certain exemptions from parking fees. These exemptions are:

(1) Vanpools are exempt from paying a fee through September 30, 1981.

(2) Two-wheeled vehicles

(3) Shiftworkers

(4) Handicapped employees - employees who have a severe, permanent physical or mental impairment which for all practical purposes precludes use of public trans-

employees unable to operate a car portation, and as a result of a permanent impairment (e.g., the blind) and are driven to their place of employment by someone else, shall receive a parking space assignment without charge. Individuals who temporarily qualify for a handicapped parking space (e.g., due to a strained back, during convalescence from an illness or a broken leg) are not exempt.

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LOGISTICS

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July 1980

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*Attete. They won't know
- can we get sure?*

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GSA

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OBJECTIVE AND ACTION PLAN
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OBJECTIVE NO. OBJECTIVE	OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE MYR DOLLARS		PERIOD STATUS	
						OCT - NOV DEC - JAN FEB - MAR APR - MAY JUN - JUL AUG - SEP	† = <
					† EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN		

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

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*where get
form?*

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[illegible]

21 JUL 1980

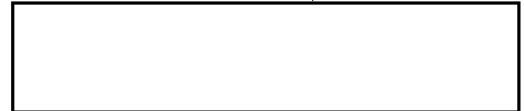
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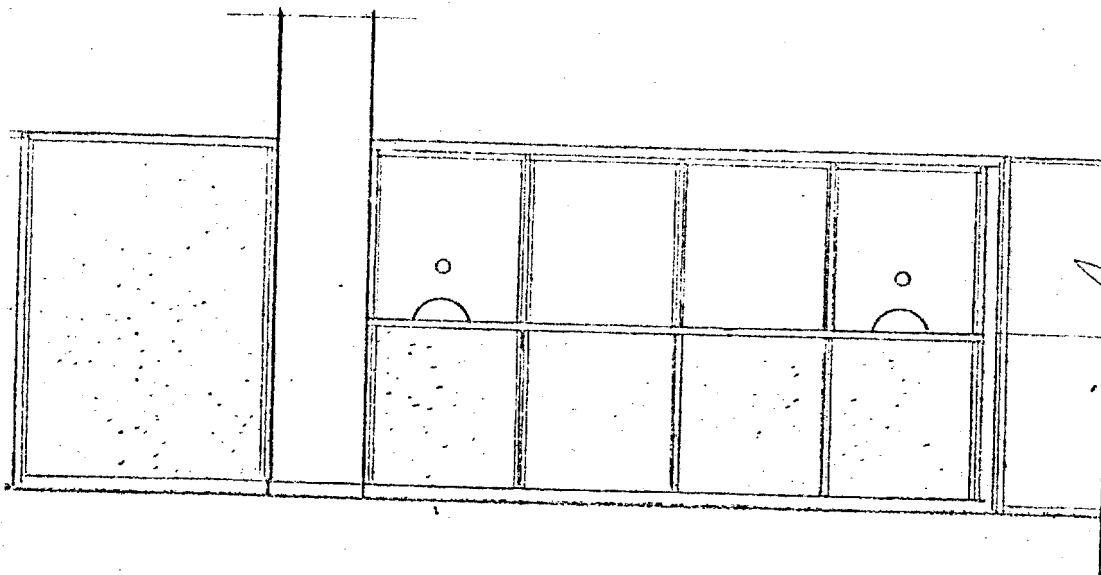
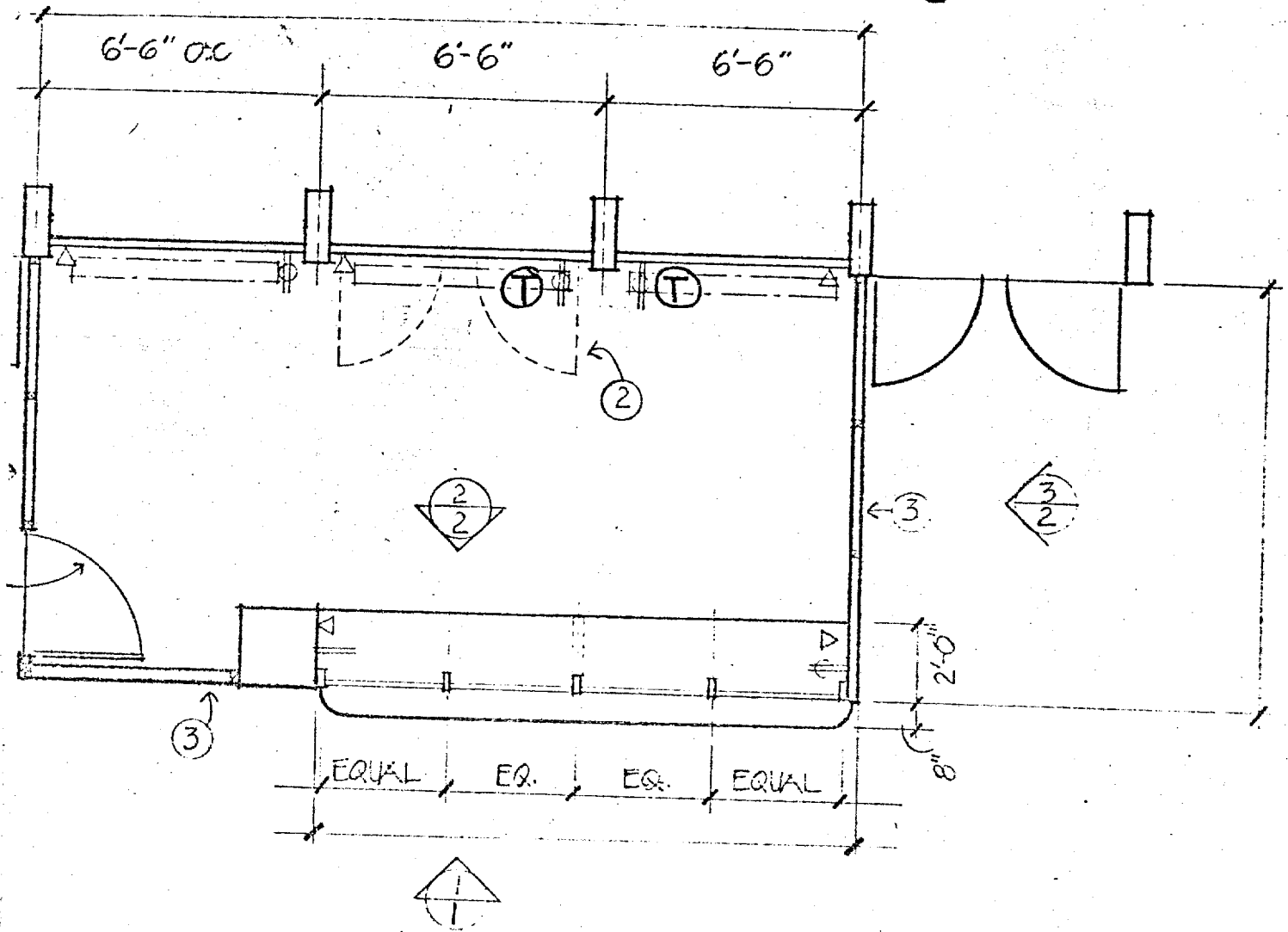


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- C. Form 88

OL 0 3298



SOUTH
CAFETERIA
ENTRANCE

ELEVATION

SCALE 1/4" = 1'-0"

28 July 1980

Note to: P&PS/OL

STAT
STAT

Attn:

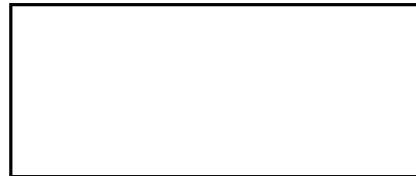
Here is a summary of what I have learned from the Parking Coordinator's Office at NRL:

Coordinator: Dr. North Tel. 767-2879
Staff Responsibility: Dick Reed Tel. 767-2879

I talked to Mr. Reed this morning (28 July) and he was very pleasant and cooperative about providing information on how NRL succeeded in escaping the bonds of the pay parking regulations. He did indicate that the Navy CO at NRL was unwilling to release coorespondence which led to the revocation of the pay parking edict. The letter of authority was issued from the Undersecretary of Defense for Manpower, Logistics and Reserve Affairs and was signed by Mr. Robert Pirie. The original hasn't arrived at NRL yet, but Mr. Reed has a copy of a CNO message (232023Z July) which quoted the letter and revoked the pay parking effective August 1980 but specifically stated that there would be no retroactive reimbursement covering 1 October 1979 to 31 July 1980.

Mr. Reed gave me some of the background on the situation which led to the present action. There have been several letters written from NRL protesting the payments (\$12.00), and providing justification why they should not pay. He cited such factors as no readily available commercial parking and inadequate Metro service. (Mrs. Stewart, NRL Office of Security, Tel 767-3711, also cited the overflow parking problem in adjacent residential housing areas). Not to be overlooked was a potential lawsuit which was being prepared by one of the shop unions at NRL. (You might also be interested in Mike Causey's Federal Diary column in today's Post if you haven't already seen it).

STAT




24 July 1980

MEMORANDUM FOR: Chief, Engineering Division, ODP

STAT ATTENTION:

FROM:


Chief, Management Staff, DDA

SUBJECT: Installation Priority for Terminals Supporting
Paid Parking System

1. I would like to assign a DDA number one priority to the attached request for terminal installations in support of the new paid parking system. The 15 September date for installation is an absolute requirement in order for operation of the system to commence prior to the start of the fiscal year.

2. In order to further expedite the installation, I would also like to request that you provide two terminals from your stock now, if you can, and allow the OL purchases to replenish your inventory when they arrive.

3. I would appreciate an estimated installation date from you as soon as possible.

Attachment:
As Stated

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